



## **Job description: *Elderwise Day Program Facilitator***

### **About Elderwise**

Elderwise offers a unique approach to aging through cultural enrichment and a deep respect for all people. Our mission is to enrich the lives of caregivers and adults living with dementia through teaching and demonstrating the Elderwise philosophy and practice of *Spirit-Centered Care*® which focuses on working from one's own essence and recognizing the essence of others, viewing all people as whole, and responding to each other with love and respect. Our vision is for widespread recognition of the intrinsic value of each person and their capacity to live a rich and joyful life, regardless of their cognitive or physical condition.

The *Elderwise Adult Day Program* builds upon the Spirit-Centered Care model, offering structured sessions that provide participation in the arts, exercise, discussion, and a shared, intentional community. While offering cultural enrichment for the frail elder, the day program also provides respite for the care partner. We are located in Seattle at the Memory Hub and in Bellevue at the Temple de Hirsch Sinai.

### **Position Overview**

Elderwise is currently hiring a part-time ***Program Facilitator*** for our adult day program, which meets Monday through Thursday at the Memory Hub in Seattle and Wednesday in Bellevue from 10am to 2pm. The Program Facilitators work in pairs to plan and facilitate the four-hour program for a group of eight to nine participants. Our participants are adults and older adults who are experiencing dementia. The day program position currently offered is for one day a week from 9:00am to 3:00pm and requires additional hours for staff meetings and occasional events.

### **Job Responsibilities:**

- Work with another facilitator to plan and carry out the given day's program activities: Set the table; plan themes, artwork inspiration, and discussion topics; prepare art supplies.
- Engage with program participants throughout the day, paying attention to individual physical and emotional needs, while facilitating the group experience, as well.
- Be able to teach/direct/coordinate/assist/participate as needed in all aspects of the Elderwise day: morning conversation, artistic work, exercise, lunch, and discussion.
- Pick up the lunches as needed from a nearby store and bring them to the location in the morning. Prepare the plates and serve lunches, coffee and snacks.
- Provide light guidance with toileting needs.
- Carry out end-of-day cleaning procedures including: cleaning table and chairs, putting away supplies, and tidying the program room.

- Become familiar with the participants, including their history, abilities, needs and challenges, personal narrative, and personality.
- Engage in ongoing evaluation of participants' wellbeing, and make adjustments as needed, so as to provide an optimal experience for each individual and for the group as a whole.
- Make notes about participants, as needed, and report any concerns to the day-program coordinator.
- Become familiar with and follow the Elderwise safety procedures.
- Arrive on time, depart as scheduled, and attend staff meetings.

#### **Qualifications:**

- Desire to work with older adults in a respectful manner and engaging atmosphere.
- Openness to ongoing learning of Elderwise philosophy and values.
- Strong interpersonal skills and a desire to engage with a diverse group of people.
- Ability to manage time, multitask, and be flexible and in the moment with participants.
- Ability to work as a part of a team and to use effective communication skills.
- Physical ability to provide light physical assistance to older adults, to lift 20 pounds, and to keep a relatively active pace throughout the day.
- Knowledge of the frail elder and the effects of dementia is helpful, but not required.
- Creative-arts skills and/or musical skills are a plus.

#### **Requirements (within the first month of hiring):**

- Food handler and CPR certifications
- Must be able to pass WA State background check
- Location: Bellevue or Seattle

#### **Compensation**

- \$24/hour — 6 hours/day worked (day program), plus approximately 4 hours/month (paid meetings)
- Three-month probationary period

#### **Application process**

Please email a cover letter and resume to [info@elderwise.org](mailto:info@elderwise.org).

For more info about Elderwise and our programs, visit [www.elderwise.org](http://www.elderwise.org).

