

JOB TITLE: Mind Matters Program Manager

EMPLOYER: North Shore Senior Center

FLSA STATUS: Exempt

LOCATION: Arthur C. Nielson, Jr. Campus, Northfield, IL and the community

PT/FT: Part-time (21 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a Mind Matters Program Manager.

NSSC is a small non-profit social services agency with just over 100 employees. For the fourth year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

SUMMARY:

Assesses and enrolls participants in the Mind Matters Early Memory Loss Program. Plans and facilitates program activities, coordinates care planning, and monitor ongoing progress. Program meets at the Arthur C. Nielsen, Jr. Campus in Northfield and at locations in the community.

DUTIES AND RESPONSIBILITIES:

- Assesses and enrolls participants in early memory loss support program and coordinates with family caregivers to provide supportive care management
- Plans and implements activities for program participants
- Communicates with family caregivers about participant issues
- Facilitates support groups and community education programs
- Supervises staff and volunteers and may supervise student interns
- Participates in regular supervision
- Demonstrates knowledge of Alzheimer's disease and other dementias
- Demonstrates proficiency in person-centered dementia care
- Demonstrates effective clinical assessment and care management skills
- Demonstrates knowledge of community resources
- Completes a minimum of 18 hours of continuing education each year
- Attends scheduled staff meetings
- Performs other related duties as assigned by management

SUPERVISORY RESPONSIBILITIES:

- May supervise up to 3 employees. May supervise student interns. May supervise up to 3 volunteers.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

- Master's Degree (MSW, MA) in social work or counseling
- Certificates, licenses, and registrations required: Licensed Clinical Social Worker (LCSW) or Licensed Clinical Professional Counselor, current CPR/AED and First Aid certifications (CPR and First Aid certifications may be obtained upon hire)
- At least 3 years clinical experience with older adults
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Available to occasionally work evenings and weekends to meet caregiver needs
- Other skills required:
 - Skills and experience in working with older adults
 - Experience with providing person-centered dementia care
 - Knowledge of the aging process and chronic disorders, including Alzheimer's disease and other dementias
 - Sensitivity to cultural diversity
 - Maturity, reliability, flexibility
 - Ability to work in a fast-paced group setting
 - Current driver's license and access to a car

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.