

# Kenosha Area *Family and Aging Services, Inc.*

## Position Description

**Job Title:**

Daybreak Site Coordinator

**Responsible to:**

Daybreak Coordinator

**Description:**

This is a full time position responsible for the coordination and hands-on interaction with participants of Daybreak Kenosha. The program provides safe, meaningful activities for persons suffering from Alzheimer's Disease or other related dementia, as well as respite for their caregivers.

**Responsibilities:**

1. Maintain a program that is safe, stress free and enjoyable to participants.
2. Plan and provide activities that allow participants to engage in them at their own level of functioning and that promote feeling of good will, self-worth, and independence.
3. Supervise Daybreak assistant and volunteers as they interact with participants. Provide support to them through regular staff meeting and volunteer trainings.
4. Develop and maintain a good rapport and trust with the caregivers and volunteers.
5. Maintain a knowledge of services in Kenosha County in order to refer caregivers to appropriate persons or programs as needed.
6. Maintains accurate records for the program.
7. Facilitate monthly caregiver support group.
8. Participate in advisory board and other meetings as necessary.
9. Assist in planning annual volunteer appreciation.
10. Maintain and update Daybreak Volunteer Handbook.
11. Coordinate activities with other Daybreak sites.
12. Other related duties as requested.

**Qualifications:**

- Bachelor's degree in social service field or equivalent experience. Must have an understanding of and ability to work with individuals with Alzheimer's disease.
- Experience in working with volunteers and caregivers and in planning recreational activities is highly desirable.
- Must be a mature, flexible, patient person with good communication skills.
- Car required for on-the-job travel.