

JOB TITLE: Program Support Assistant
PROGRAMS: Senior Engagement
POPULATION SERVED: Seniors
FSLA STATUS: Non-Exempt

POSITION SUMMARY:

The Program Support Assistant will report to the Program Manager with some task supervision from the Senior Outreach Specialist. The position is responsible for providing support for implementing tasks associated with the JFNA grant which provides services to Holocaust survivors and their Caregivers in the community.

EMPLOYEE CLASSIFICATION:

The Program Support position is a part-time, non-exempt position, not to exceed 15 hours per week. This position is not eligible for benefits.

DUTIES / RESPONSIBILITIES:

Social Events

Assist in planning and organizing social events for Holocaust survivors and families including but not limited to the following activities:

- Research cultural activities and venues
- Assist in coordinating with hosts and survivors for Friday night dinners
- Collaborate with partners on program implementation
- Coordinate transportation to events for individual survivors
- Work with food restrictions
- Follow up with participants and family members after events

Direct Support to Seniors

- Provide support to survivors providing testimonies
- Provide friendly visits to seniors in the community
- Assist at events as needed

Caregiver Support

- Work with Senior Outreach Specialist to determine caregiver interests and needs
- Provide resource information
- Assist with Caregiver support group

Administrative Support

- Provide documentation when necessary, including reports
- Assist in coordinating efforts with partner organizations
- Provide reception assistance when needed

REQUIREMENTS:

KNOWLEDGE OF:

- Jewish culture and values
- Community resources
- Senior Needs
- Program development and implementation

SKILLS:

- Excellent oral and written communication skills
- Computer skills, including strong knowledge of Microsoft Office applications and database management
- Ability to positively interact with seniors
- Excellent customer service skills
- Must be organized, efficient, detail-oriented and self-motivated
- Demonstrated ability to work closely with others in a team environment

MINIMUM QUALIFICATIONS

- Bachelor's degree required. Experience working with seniors a plus. Must have valid NC driver's license. Ability to lift up to 10 lbs., stand for extended periods of time.

Jewish Family Services reserves the right to change job duties at any time and this job description is not designed to cover every requirement of the job.