

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 553-4810
www.franklinma.gov

Office of Human Resources

JOB POSTING NOTICE

POSITION: Supportive Programming Assistant
DEPARTMENT: Franklin Senior Center
HOURS: Monday-Friday 8:00 a.m. – 3:30 p.m.
30 minute unpaid lunch period each day
SALARY: \$27.00 per hour, 35 hours per week (in person)
POSTED: June 1, 2023
Priority Deadline: June 16, 2023

The Town of Franklin is seeking candidates for a full-time Supportive Programming Assistant for the Franklin Senior Center's adult day program, the Sunshine Club. The Sunshine Club offers a structured, supervised, and stimulating environment for seniors with mild to moderate dementia or cognitive decline, and those who are socially isolated. The Supportive Programming Assistant, having the knowledge of working with Dementia and the senior population, will report to and assist the Supportive Programming Coordinator with the day to day operations of the Sunshine Club, overseeing volunteer aides, and coordinating programs that are engaging and enriching to our members.

The Supportive Programming Assistant will help coordinate the program within policies and guidelines set by the Director/Deputy Director of the Senior Center.

The Supportive Programming Assistant will also perform the following duties:

- Provide a safe and compassionate environment for our members.
- Develop and run stimulating daily activities and programs, such as crafts, games, group discussions, exercise, etc., that can be adapted for each member's individual needs, interests, and abilities.
- Provide companionship and conversation to members and one-to-one assistance as needed.
- Provide support to Supportive Programming Coordinator by assisting with intakes, family communication, and updating records including but not limited to: member schedules, transportation lists, documentation (progress notes, incident reports, care plans, etc.), and other pertinent information as needed or requested by the Supportive Programming Coordinator and the Franklin Senior Center Director/Deputy Director.
- Maintain confidentiality at all times as directed under HIPAA.

- Maintain excellent communication and report any concerns to the Supportive Programming Coordinator and/or Franklin Senior Center Director or Deputy Director.
- Provide direction and support to aides and volunteers.
- Assist in providing and participating in relevant training as needed.
- Feel comfortable managing the Sunshine Club in the absence of the Supportive Programming Coordinator.
- Perform related duties as required.

Required Qualifications:

- College degree in a related field preferred or High school diploma with relevant work experience.
- Previous experience working with the senior population, specifically with Dementia.
- Positive, honest, flexible, detail-oriented, and friendly with excellent customer service skills and a team player attitude.
- Great organizational and planning skills.
- Exceptional communication skills, including active listening.
- Computer literacy skills and a working knowledge of Microsoft and Google products.
- Creativity and enthusiasm.
- Ability to move around light furniture to set up for programs, arrange tables and chairs, and lift up to 20 pounds.

The selected candidate will be required to successfully complete a background investigation and CORI. The candidate must also complete a pre-employment physical exam including a drug test and a TB test. The candidate also will be required to be vaccinated against COVID-19 and will be asked to provide proof of vaccination.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format or a [Town of Franklin employment application](#) to apply@franklinma.gov. Please put “Supportive Programming Assistant” in the subject line of the email.