

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Respite Coordinator  
Franklin Senior Center

**SALARY:** \$25.00 - \$30.00 per hour

**POSTED:** May 16, 2019 until filled  
Preferred Deadline: June 7, 2019

The Franklin Senior Center is looking to hire a kind, compassionate, patient professional to serve as the full-time Respite Coordinator. The Respite Coordinator manages the day-to-day operations of the Supportive Day Program, the Companion Caregiver program and other programs for the Franklin community.

The Supportive Day Program is a structured program for frail elders with mild to moderate dementia or cognitive decline, who are often socially isolated. The program runs from 9:00 a.m. to 3:00 p.m. daily and includes reminiscence groups, games, creative projects, gentle exercise, health clinics, and social events. The Respite Coordinator manages the overall program and facilitates the program at least three days per week (another employee runs the program the other two days).

The Companion Caregiver Program is designed to provide a regular break (respite) for the caregivers of elders, age 60 and over. Trained companions visit elders with diagnoses of Alzheimer's, dementia, or chronic medical conditions. The Respite Coordinator performs outreach to caregivers, performs client assessments, and coordinates companion schedules.

#### **The Respite Coordinator also performs the following duties:**

- Completes client assessments to determine if a client is appropriate for the programs and provides program information to clients and their caregivers
- Schedules programming using judgment, discretion, and sensitivity to each client's interests and abilities while maintaining close contact, encouraging and monitoring participation
- Transitions each new client into the programs by frequent communication with the client and caregiver
- Serves as liaison and advocate between clients and community agencies or others; assists in the provision of social services when needed
- Acquaints potential or new participants and caregivers with programs, services and activities
- Facilitates client transportation to the Supportive Day Program
- Performs outreach to caregivers, client assessments and coordinates companion schedules
- Recruits, trains, schedules, evaluates and supervises staff and volunteers

- Maintains and updates client files, care plans and other written reports including a record of participants' attendance/visits, progress, and pertinent medical and social information
- Generates bills to families, caregivers, or other agencies for reimbursement
- Provides outreach to inform individuals in the community, appropriate agencies and organizations about the programs and offerings available through the Senior Center
- Coordinates the monthly Memory Café including promotion, scheduling activities and entertainment and volunteers
- Facilitates Caregivers Support Group on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month
- Prepares publicity materials as directed and a monthly calendar for clients and caregivers
- Participates in monthly staff meetings by listening, sharing ideas, concerns and suggestions, and relaying non-routine complaints and problems to Senior Center Director for resolution
- Meets with Supportive Day Program Advisory Council to update policies and procedures and ensure that the program continues to meet the needs of members
- Performs other related work as required or as the situation dictates

**Required Qualifications:**

- Pleasant, honest, detail oriented, and friendly with excellent customer service skills
- Two years' experience in a Human Service Program or an equivalent combination of education and experience
- Computer literacy skills and a working knowledge or ability to learn Microsoft and Google products
- Ability to maintain confidentiality

**The ideal candidate is a *licensed Practical or Registered Nurse* with the following qualifications:**

- Previous experience in a Supportive Day Care or Adult Day Health Program
- Experience working with elderly populations
- CPR/AED certificate
- Knowledge of first aid

**Application Process:**

Please submit a resume and cover letter to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put "Respite Coordinator" in the subject line.

*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.*