Senior Department Assistant

Kaplen JCC on the Palisades
Tenafly, NJ 07670

Job Type: Part-time

Full Job Description

Senior Department Assistant is responsible for the safety and supervision of senior adults who attend a social day program.

Critical skills include supervising groups of participants, planning, innovative thinking, ability to accept input and recommendations, ability to adapt programs to the capabilities of the group.

Typical job duties would include:

- Serve breakfast
- Engage participants in conversations
- Help set, serve, and cleanup lunch
- Help with transitions between rooms
- Assist in documenting daily attendance

Qualifications:

Must have a desire to work with older adults. Minimum of 2 years of experience preferred but not required.

Must be comfortable and knowledgeable about using technology, specifically iPads.

Must be able to communicate well in both written and verbal communication.

An understanding of cognitive impairments preferred.

This position description is not intended to be all-inclusive but is intended to be a generalized description of the primary job responsibilities and expectations.

Job Type: Part-time

This is a part-time position (minimum 8 hours a week) with the ability to pick up extra shifts as needed. Must have an adaptable schedule.
Hours for the position are daytime only, Mondays and Wednesdays, approximately 9:30AM-1:30PM

- Day shift
- Minimum 2 days a week
- No Weekends

Experience:

- Adult day care: 2 years (Preferred)

Work Location: One location