Memory Care Community Enrichment Specialist

Cathedral Square – Memory Care at Allen Brook, Williston VT

Learn the ins and outs of the Best Friends™ approach to memory care while serving with a nationally acclaimed housing organization near beautiful Burlington, Vermont. As the part-time Community Enrichment Specialist at Memory Care at Allen Brook (MCAB), you’ll enrich the lives of 14 low-income residents with dementia through programming, events and outings. Established in 2017 by Cathedral Square, a national leader in the development of affordable housing for older adults and people with disabilities, MCAB features 14 modern efficiency apartments with community spaces, a commercial kitchen, a screened porch and outdoor garden. You’ll serve with a team of dedicated, compassionate staff and gain valuable skills, exposure to leaders in the field and experience that will strengthen your resume. The only requirements are compassion, a willingness to learn and a desire to serve others. Apply today!

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with nonprofit housing or land and energy conservation organizations around the state.

The mission of Cathedral Square is summarized in our tagline, Advancing healthy homes, caring communities and positive aging since 1977. The position of Community Enrichment Specialist fits perfectly within our mission, helping to enhance residents’ health and quality of life, and providing vital capacity to “promote positive aging” among people with memory impairment.

Essential Functions:

- Creates & orchestrates the Community Enrichment Program for Residents:
  a. Meets, develops a relationship, and creates a profile with each resident to determine their interests and best method of connectivity.
  b. Designs programming using information obtained from each resident’s interest profile, in collaboration with the Programming Coordinator.
  c. Develops a monthly programming calendar for residents.
  d. Implements the programming in conjunction with volunteers.
  e. Plans events and programming for residents, both within facility and off site, based on resident input, interest and need in collaboration with the Programing Coordinator.
  f. Documents monthly resident participation in group and/or one-on-one social and recreational programs.
  g. Communicates with the Programing Coordinator about supply and volunteer needs.
  h. Maintains the programming-materials storage area in a neat and organized manner. Picks up supplies after each activity and returns furniture to its original position.
VHCB AmeriCorps

- Develops a Sense of Community for Residents & an Environment of Caring:
  a. Visits socially with residents, both individually and in groups.
  b. Participates in resident meetings as needed.
  c. Promotes positive sense of community with residents by presenting a friendly, social and caring environment within Memory Care at Allen Brook.
  d. Listens to and directly engages with residents to determine interests and strategies to enhance connections and facilitate community engagement.
  e. Communicates in a positive and respectful manner with residents, co-workers, visitors and family members.

- Assists with Transportation for Residents
  a. Escorts residents to medical appointments as necessary, by taxi or company vehicle.
  b. Accompanies residents on field trips and outings.

- Participates in regular meetings and communicates with the care team regarding resident activities, programs, and individual comfort/interest.
- Immediately notifies staff of any physical concerns observed among residents.
- Participates in an independent service project under the guidance of VHCB AmeriCorps.
- Participates in VHCB AmeriCorps trainings, service days, events and program initiatives.
- Engages in professional and personal development activities and networking opportunities.

Secondary Functions:
- Attends Cathedral Square and Memory Care at Allen Brook staff meetings.

Desired Qualifications:
- Demonstrates a commitment to the mission and values of Cathedral Square.
- Communicates effectively and respectfully with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general Cathedral Square operations.
- Communicates a positive image of Cathedral Square to the community.
- Adheres to all safety practices, rules and standards throughout the service day.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance appropriate for their position.
- Reports on time and provides advance notice for time away.
- Demonstrates integrity in service habits and the use of CSC resources.
- Associate’s degree in related field with at least two years’ experience working with elders preferred. Previous experience in working with individuals with dementia is preferred.
- Working knowledge of Microsoft Word and Microsoft Publisher is a plus.
Minimum Qualifications:

- Must be a U.S. citizen or permanent-resident status
- Must be at least 18 years old upon the start of pre-service orientation (17 years old with verified parental permission)
- High school diploma or GED, or willing to work toward a GED as part of the service term. (A member cannot have dropped out of high school to join AmeriCorps.)
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check.
- Must be committed to the VHCB AmeriCorps program’s ethic of service and personal and professional development of its participants.
- Must have the ability and enthusiasm to drive to, attend, and participate in all required VHCB AmeriCorps trainings and events, and be prepared to drive up to 2-3 hours each way.
- Must have excellent communication skills and an appreciation for the heritage, values, and wisdom of each resident and a commitment to the philosophy of aging in place.
- Must be able to lift/push up to 25 pounds.
- Must be adaptable to serving in an environment that can be stressful at times.
- Must be in good general health and demonstrate emotional stability in order to cope with the mental and emotional stress of the position.
- Must be able to lead resident field trips off site.

Additional Information:

This position is located at a 14-unit housing site serving low-income people with memory impairment.

Service will be completed between September 9, 2020, and August 13, 2021. Start date is flexible but cannot be any later than March 2021 in order to complete the six-month service by August 13, 2021.

This position is Half Time: Requires 915 hours for an average of 40 hours per week for 26 weeks. Member will receive a living allowance of $10,800 (pre-tax), and an education award of $3,097.50 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply: https://vhcb.org/our-programs/vhcb-americorps/positions

For questions about this position or to send additional materials:

Maria Rainville, Manager Memory Care at Allen Brook
99 Allen Brook Lane, Williston, VT 05495
(802) 859-8885 or rainville@cathedralsquare.org
Application deadline: August 25th 2020

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.

Member Name:___________________________ Signature:_______________________