



## **C.A.R.E.S. Program Activities Assistant**

The Town of Stratford is seeking experienced candidates to fill the position of C.A.R.E.S. Program Activities Assistant. This position assists the C.A.R.E.S. Administrator and Activities Coordinator in general organization of the C.A.R.E.S. room, activities and events. It also provides escort assistance to individual C.A.R.E.S. participants during scheduled times.

**Essential Duties and Responsibilities** include the following, but are not limited to,

- Room set ups for various activities.
- Greet participants, and assist with escorting throughout the day, as needed.
- Prepare craft/art materials for programming.
- Assist with program implementation (games, arts & crafts, etc.) and, on occasion, be in a leadership role.
- Assist with getting lunch trays, passing out lunch, and clean up.
- Assist with dismissal of participants; ensure participants' safety in the waiting area.
- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Understanding of the needs and limitations of frail elderly population.
- Basic knowledge of Alzheimer's type dementia and related disorders.
- Understanding of redirection and validation techniques.
- Basic ability to organize crafts and prepare materials.
- Ability to facilitate small group activities.
- Knowledge of proper lifting assistance techniques and transfers.
- Ability to establish and maintain effective relationships with superiors, associates, family members and volunteers.
- Willingness to be CPR/AED certified.

### **Education and/or Experience**

Associates Degree in Human Services, Gerontology or Therapeutic Recreation

In lieu of degree, 5-7 years experience working in a health care or social service setting with older adults.

**Hours:** Mon-Fri as scheduled – 10-19 hours per week

**Pay rate:** \$16.00/hr

Applications can be found on the town's website at [www.townofstratford.com/humanresources](http://www.townofstratford.com/humanresources) and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615. Position will be posted until filled. EOE

For more information about this position, please contact Diane Puterski, Director, Senior Services Department, 203-385-4055

**Posted September 21, 2018**