

Job Title of this Position	Program Assistant
Name of Organization	ElderHealth Northwest
Website	www.elderhealth.org
Job Location Address	800 Jefferson St., Suite 620, Seattle, WA 98104
Contact / Supervisor	Lisa Bergstrom
Phone Number	(206)224-3756
E-mail	lisab@elderhealth.org
<u>Hourly</u> Pay Rate (indicate a range)	\$8.45-10.00
Employment Period	Summer Only [X] Academic Year [] Summer & Academic Year []
Hours per week	Summer: full time program 40 hrs/wk [] part time program up to 19 hrs/wk [X] Academic Year: up to 19 hrs/wk []

Nature of Business or Organization:

Non-profit, Adult Day Health- provides for well-being and independence for elderly and disabled adults.

Duties and Responsibilities:

Facilitate therapeutic activities (physical and cognitive) according to clients' abilities and interests; provide assistance with clients' personal care needs: restroom assistance, ambulation, meals, etc.; establish rapport with clients; collaborate with team members (including nurses, Occupational Therapist, social workers) to implement and update service plans and goals.

Minimum Qualifications:

High school diploma or equivalent

Educational Benefits:

Learn the importance of effective communication skills; hands on experience with multi-tasking; exposure to a wide range of diversity- racial, cultural, socio-economic, medical conditions; increase vocabulary relating to medical, mental and rehab services.

(For Work Study Office Use Only)

JOB NUMBER 80ELD02 **REIMBURSEMENT RATE:** **FEDERAL** % **STATE** 80 %