

Memory Care Enrichment Specialist



Cathedral Square - Memory Care at Allen Brook, Williston VT

Join the dedicated team at Vermont's first nonprofit, affordable residential memory-care community, Memory Care at Allen Brook, where 14 low-income residents receive high-quality care based on the Best Friends™ approach to Alzheimer's care. You'll learn best practices in supporting people with dementia as you partner with the Program Coordinator to enhance residents' lives by providing programs and activities tailored to individual needs and desires. This community is part of Cathedral Square, a nationally acclaimed nonprofit with an exceptional reputation for providing quality, affordable housing and services to older adults and people with disabilities. You'll gain valuable skills and experience that will enhance your resume and your life. 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 non-profit housing or land and energy conservation organizations around the state.

This position will support Cathedral Square's mission to improve the lives of older adults and people with diverse needs by creating and maintaining quality, affordable housing with programs and services tailored to their unique needs.

Essential Functions:

- Create and administer the Community Enrichment Program:
- Meet with each resident to develop a relationship, assess their interests and the best method of connecting with them, and create a "resident interest profile."
- Design activities programming in consultation with the Program Coordinator.
- Plan events and outings for residents in consultation with the Program Coordinator.
- Implement community enrichment program in conjunction with volunteers.
- Participate in regular meetings and communicate with the care team regarding resident activities, programs, and individual comfort levels and interests.
- Collaborate with Program Coordinator to publish a monthly programming calendar for residents.
- Inform Memory Care staff immediately of any physical concerns among residents that they observe.
- Document each resident's participation in group and individual social/ recreational programs.
- Follow all COVID-19 safety protocols and helps to maintain a safe environment for residents.
- Participate in mandatory online and in-person training regarding federal privacy laws (HIPAA), Best Friends practices for dementia care, workplace safety and health, etc.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:



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- Keep the Program Coordinator posted about supply and volunteer needs.
- Maintain the programming storage area in a neat and organized manner; retrieve supplies after each activity and return furniture to its original position.
- Attend Cathedral Square and MCAB staff meetings.

Desired Qualifications:

- Associate's degree in a related field with two years' experience working with older adults or people with special needs;
- Prior experience working with people with dementia preferred;
- Working knowledge of Microsoft Word and Microsoft Publisher is a plus.

Minimum Qualifications:

- Be able to lift/push up to 25 pounds;
- Be adaptable to serving in an occasionally high-stress work environment;
- Able to cope with emotional stress;
- Be a U.S. citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards 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;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:

As part of the team at Memory Care at Allen Brook, the Memory Care Enrichment Specialist is expected to adhere to all Cathedral Square policies and procedures, which include communicating respectfully with co-workers, residents, families and vendors; protecting the privacy and confidentiality of information related to residents, families, staff and general Cathedral Square operations; demonstrating a commitment to quality and continuous improvement in systems and processes.

Position will begin September 8, 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 \$3,172.50 (pre-tax) upon successful completion of service.

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



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To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Maria Rainville, Long-Term Care Administrator
Cathedral Square Senior Living
3 Cathedral Square, Burlington VT 05401
(802) 859-8841 or Rainville@CathedralSquare.org

Application deadline: August 24th, 2021

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: _____



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