

DIRECTOR OF THE ADEN PROGRAM
An Elder Care Ministry of
St. Charles Avenue Presbyterian Church

Program Summary

The Aden Program is a community outreach service for older adults who have mild to moderate stages of memory issues or are physically frail. It is sponsored by St. Charles Avenue Presbyterian Church (SCAPC) and is on the church premises. The program offers a place for participants to enjoy activities and care in a positive environment giving them the opportunity for socialization and family caregivers respite from their obligations during the day. The program will be operated two days a week from 10:00 a.m. to 2:00 p.m., on a fee basis. A snack and lunch will be included. The program will be managed by a Director, with the help of one or two paid assistants and often church volunteers. The program will accommodate between five and eight participants on a regular basis.

Position Description

Title: Director

Reports to: Associate Pastor (Rev. Sarah Chancellor-Watson)
Congregational Care Committee
Also, communicates with the Program Oversight Board

Hours: Part-time, approximately 12-15 hours per week (6-8 hours per day, two days per week)

Responsibilities: Management of the Aden Program

- Hiring and Supervision one to two assistants (depends on number of participants)
- Production and Management of the Annual Budget
- Responsibility for invoicing and expenses
- Planning of all Activities
- Planning of all Meals (to be provided by outside vendors)
- Processing Participant applications
- Dealing with each Participant's caregiver regarding all Program issues, including payment and attendance
- Development and Enforcement of Program Policies
- Marketing and Advertising of program along with SCAPC communications department
- Attend periodic committee, board, or staff meetings as necessary

Requirements: Program management experience (elder care-specific experience a plus)
Adept interpersonal skills in assessment of Participants and communication skills with Participants and their caregivers.
Cost center and successful budget responsibility experience
Employee supervision experience
Ability to set and manage priorities in a delegated environment
Ability to produce effective written communications
Ability to deal with the physical issues related to lifting objects and helping care for participants.

Compensation: Commensurate with experience (please provide compensation history with resume)

Please send all inquiries to Rev. Sarah Chancellor-Watson, sarah@scapc.org, 504-897-0101