



Nome Community Center, Inc.

PO Box 98
Nome, Alaska 99762
Website: www.nomecc.org

Phone: (907) 443-5259
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Email: staff@nomecc.org

JOB TITLE: XYZ Program Assistant

NATURE OF WORK

This part-time position involves assisting with the senior programs at XYZ. Particular emphasis will be placed on the Adult Day Services program for the senior adults and elders, and to those persons with cognitive, dexterity, and other similar concerns. Direct services are provided Monday through Friday at the XYZ Senior Center. Responsibility includes operation of the breakfast program, development of engaging activities for elders, and recruitment of clients.

RESPONSIBILITIES

- Implement, monitor and upgrade operations to meet program and state requirements and community needs
- Secure resources through community involvement to promote, enhance, and expand service capacities
- Assist with supportive services, donations and cash collections
- Prepare accurate and timely reports, time sheets, statistics, and narratives as required, file necessary paperwork and organize client files
- Maintain and account for program, services, inventory and supplies
- Promote the XYZ and ADS programs, recruiting and assessing potential clients
- Ensure coordination of social/human services delivered to participants
- Provide breakfast service to clientele, daily
- Assist with the development and implementation of an Elder (Senior)/Youth Mentoring program at the Senior Center to include traditional activities, such as greens picking, berry-picking, fishing, and Eskimo Dancing
- Supervision of Seaside Reentry Program clientele
- Other duties as assigned

QUALIFICATIONS

- Good interpersonal skills
- Day hours necessary, weekend and evening hours possible
- Good oral and writing skills, and ability to keep accurate records

- Self-motivated, dependable and empathetic to needs of persons
- Ability to work in a cross-cultural setting, with appreciation for Native traditions and values
- Familiarity with computer programs such as Word and Excel
- Able to pass criminal background check
- Alaska driver's license

DESIRABLE QUALIFICATIONS

- Bachelor's Degree in social services, related field or equivalent
- Two years' work experience with senior citizens, (work or volunteer experience)

WORKERS COMPENSATION CODE: 8864

SALARY AND BENEFITS:

SALARY: \$21.00 - \$23.00 DOE

NON-EXEMPT from the FSLA overtime requirement

HOURS: Monday – Friday as posted

BENEFITS: Positive work environment, Health Insurance, IRA, generous paid time off programs

SUPERVISOR: XYZ Director

CLOSING DATE: Until filled

Nome Community Center is an Equal Opportunity Employer.

Revised 5/25/2021

Service to the people of the Bering Straits Region since 1910.