



Program Coordinator

INTRODUCTION

1. This position is located at the J-Sei, Inc. office at 1285 66th Street, Emeryville, CA. This position requires a self-motivated person to work independently under general supervision and within a team to provide program coordination of the Friendly Visitor/Caller and Caregiver Registry services to assist seniors who are primarily Japanese American elders. Bilingual in Japanese is highly desirable. This is a 20-hour per week non-benefitted position.

SKILLS REQUIRED

1. Must be able to apply good organizational skills to manage programs, volunteers, paid caregivers, seniors and families.
2. Appropriately manage an independent work schedule.
3. Establish and maintain the confidence and cooperation of persons contacted in the course of work.
4. Establish rapport with paid caregivers, volunteers, clients and their families.
5. Maintain documentation and database to support programs.

FRIENDLY VISITOR/CALLER (FV/FC) RESPONSIBILITIES

1. Manage and monitor FV/FC programs/services that provide volunteer companionship and connection to seniors in a confidential manner.
 - Determine the needs of the client, preference for type of volunteer and schedule
 - Conduct outreach to recruit more volunteers
 - Interview and screen potential volunteers
 - Run background checks on volunteers
 - Match appropriate volunteers with seniors
 - Orient, instruct, supervise volunteers
 - Collect monthly service utilization information
 - Coordinate one luncheon training for volunteers per year
 - Participate in staff meetings
 - Maintain client and volunteer registration/intake and other records in accordance with agency policy and funding requirements to provide accurate and timely reports.

CAREGIVER REGISTRY RESONSIBILITIES

1. Manage and monitor the Caregiver Registry program that link families with paid in-home help
 - Conduct outreach for potential home care workers
 - Interview and screen potential home care workers
 - Run background checks on home care workers
 - Instruct workers on the scope program
 - Match potential workers with families
 - Instruct families on the scope of the program
 - Collect monthly service utilization information
 - Update caregiver availability data base or work with volunteer to accomplish
 - Maintain client and home care worker registration/intake and other records in accordance with agency policy and funding requirements to provide accurate and timely reports.

Perform other related duties as required.

REPORTING RELATIONSHIP

The Program Coordinator is a 20-hour a week position that reports to the Director of Services. Evaluations are conducted by the Director of Services.

QUALIFICATIONS

2. Minimum of two years of experience managing programs and working with volunteers.
3. Experience working with older adults is beneficial.
4. Knowledge of and experience with the Japanese-American and Japanese-speaking communities in the East Bay.
5. Bi-lingual in Japanese is highly desirable.
6. Valid California driver's license, auto insurance and a safe driving record.

To Apply:

Please email your cover letter and resume to Tara@j-sei.org. Applications will be accepted until the position is filled.