

## **DIETERT CENTER JOB DESCRIPTION**

**POSITION:** TAKE FIVE LEADER

**REPORTS TO:** Take Five Coordinator

**DIRECT REPORTS:** None

**APPROVED DATE:** August 17, 2007

**REVISED:** February 2018

### **JOB SUMMARY:**

The Take Five Leader is responsible for preparing and leading the Take Five Club on assigned days, under the direction of the Take Five Coordinator.

**JOB SCOPE:** Part time, Nonexempt,

This is a part-time position with fluctuating work hours for up to three days per week, working up to six hours per day on assigned days.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Review monthly curriculum and prepare for the day's activities for the assigned Take Five group.
2. Lead Take Five Club on a regular basis in scheduled activities on assigned work days. Responsible for the safety and well-being of all participants in the assigned session.
3. Maintain accurate records, including sign in sheet, attendance record and narratives on clients.
4. Assist the Club members with their personal needs and the Take Five Coordinator as directed.
5. Coordinate their schedule and that of their volunteers with the Take Five Coordinator.
6. Trains volunteers in duties to assist with Take Five Club.
7. Straighten Take Five area after each session. Report any equipment malfunctions to the Take Five Coordinator in a timely manner.
8. Attend applicable workshops as appropriate for position.
9. Serve as representative of Dietert Center Take Five Club. Assist clients, families and people in the community seeking information about Take Five Club and the Dietert Center.
10. Perform other related duties as assigned or requested.

### **QUALIFICATIONS:**

A High School diploma or equivalent is required. Must have knowledge and skills in the following areas:

1. Must be able to demonstrate the knowledge and skills necessary to provide care and supervision of seniors with memory impairment. Must be personable and possess the empathy to nurture elderly people with memory problems. Should be patient, kind and be able to laugh with clients providing moments of joy. Be calm and supportive with

clients, families and co-workers. Must be capable of observing health changes of clients and able to communicate concerns to family.

2. Position requires a high level of self-motivation to lead the group.
3. Must be capable of maintaining accurate records.
4. Must be personable and outgoing, able to put others at ease and share knowledge of Take Five Club and the Dietert Center.
5. Must be able to speak and read English.
6. Must be able to work with others on a team to coordinate activities and needs of Take Five Club.

**PREFERRED QUALIFICATIONS:**

1. Some medical background and experience with dementia are preferred.
2. Bilingual language skills are preferred.

**PHYSICAL DEMANDS / WORKING CONDITIONS:**

1. Must be able to sit and also to stand and walk.
2. Must be physically capable of assisting client to stand, escort to restroom and provide hygiene assistance.
3. Must be able to see and hear to communicate clearly and assess client needs.

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.**

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