



Assistant to the Program Director

This individual will help keep Respite running smoothly and assist with care coordination for Friends staying in Respite. Responsibilities include general housekeeping, keeping HSR stocked with supplies, being the first person people meet when they ring the doorbell, welcoming companions to get involved with Respite, and attending to Friends' needs. All duties must be performed in a manner that upholds the unique organizational culture of Haywood Street Congregation, and is consistent with the organizational mission and vision.

Reports to: HSR Program Director

Specific Duties and Responsibilities:

- Collaborate with Program Director to help address Friends' needs
- Collaborate with health care professionals/providers to set up appointments
- Coordinate transportation to support Friends' appointments and identified needs
- Monitor Friends' appointments on calendar system
- Prepare bedrooms for new admissions
- Accompany Friends on smoke breaks
- Help keep refrigerator, kitchen, pantry and dishes clean and organized
- Answer the door, greet people and answer questions regarding Haywood Street Congregation and Respite
- Organize companions to fulfill needs within Respite
- Help keep Respite clean -- floors, kitchen, laundry, bathrooms, bedrooms, clutter
- Ensure that Respite is stocked with food, laundry detergent, paper/pens, etc.
- Order supplies
- Organize weekly schedule board
- Monitor to ensure that equipment/thermostats are working appropriately
- Help Friends with daily needs: orientation, toiletries, etc.
- Communicate with staff
- Communicate with companions
- Communicate with Friends
- Other duties as assigned

Skills and Qualifications:

- High School Diploma or Equivalent
- Strong critical thinking/problem solving skills
- Excellent organization skills; relationship skills; and communication skills
- Reliable Transportation

Work Environment & Conditions:

- This is a part-time, 20 hour/week weekday position