



EAST SAN GABRIEL VALLEY
JAPANESE COMMUNITY CENTER **ESGVJCC**

Job Title: Programs Associate

Salary: \$19-\$21 per hour, DOE

Hours: Full Time, non-exempt

Start Date: As soon as position is filled

Organization: The East San Gabriel Valley Japanese Community Center (ESGVJCC) is a not for profit organization dedicated to foster and preserve the cultural heritage unique to Japanese American ancestry; and to serve the community through social services, artistic, recreational, and educational programs.

For over 75 years, the ESGVJCC has been bridging culture, family and community in the San Gabriel Valley, greater Los Angeles county, and Inland Empire. As one of ten Japanese American community centers in Southern California, the ESGVJCC offers Japanese classes in language, arts, and music with a focus on programming for youth and seniors. The ESGVJCC has a rich history that stems with a deep sense of volunteerism and a commitment to the community. With over 40 programs and 10 events per year, the ESGVJCC strives to be a resource our families and community while preserving our cultural heritage. esgvjcc.org

Summary Statement:

The East San Gabriel Valley Japanese Community Center is seeking an experienced, organized, and motivated professional to join our team as a Program Associate. The Program Associate will work closely with the Program Director of Senior Services and the Executive Director to organize, implement, and evaluate programs designed for our Senior Adult Day program.

The Programs Associate will promote a friendly, comfortable, safe environment where our older adults and seniors can continue to live productive and healthy lives, socially, emotionally, and physically. With activities ranging from computer class, art class, sensory activities, and gardening, the Programs Associate will find something that hones our participant's talents while enhancing their lives. Lastly, the Programs Associate will ensure compliance with all California Department of Social Services rules and regulations.

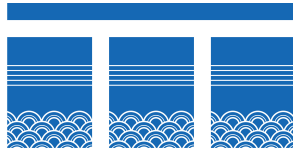
Duties and Responsibilities:

The duties and responsibilities of the Programs Associate is coordinate and execute program elements of the Senior Adult Day Program while looking after the well-being of all those at the ESGVJCC ClubGenki. Here are the most essential duties and responsibilities:

BRIDGING CULTURE, FAMILY, AND COMMUNITY

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.



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- Promotes a friendly, comfortable, and safe environment
- Respects and promotes the right of individuals
- Assist people attending the program with program activities and community-based activities
- Follow each person's Individual Service Plan (ISP) goals
- Lead planned activities
- Take initiative to help participants be part of the community and enjoy their favorite activities
- Prepare meals
- Document behavioral and daily living skills data of people supported accurately and in a timely manner
- Assist people with their medication needs
- Provide transportation to and from our participant's homes and the ESGVJCC
- Follows and implements company policies
- Attends required in-service trainings
- Work closely with Administrator and Program Director of Senior Services to develop an interesting and comprehensive program our participants
- Provide updates and feedback to participant's family members as needed
- Other duties and responsibilities as assigned

Qualifications:

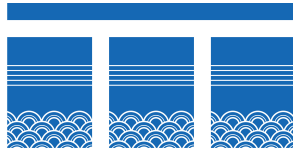
- Bilingual in English & Japanese preferred
- Previous experience working with seniors preferred
- Strong organizational skills
- Strong work ethic, self-directed, able to coordinate multiple tasks, and highly motivated
- Ability to work well independently, proactive and self-motivated
- Ability to work as a member of a team with people from varying backgrounds and experiences
- Able to thrive in flexible, evolving situations and manage changes effectively
- Able to effectively and efficiently address problems with open communication
- Able to plan work schedule respective to events and/or program needs, including working evenings or weekends when needed
- Must be physically able with the ability to lift at least 25 lbs
- Demonstrate excellent communication skills, both written and oral
- Professional manner, strong interpersonal skills, diverse cultural competencies and strong client orientation
- Must have reliable transportation

Education and/or Experience: Bachelor's degree (B.A.) from a four-year college or university, or two or more years related experience and/or training; or equivalent combination of

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education and experience. Minimum one year of experience working with the elderly or frail population required.

Compensation and Benefits: Competitive, as a small non-profit 501(c) (3) organization and based on experience. Flexible work schedule.

To Apply: Interested applicants should submit a resume and cover letter to Pearl Omiya, Executive Director, pomiya@esgvjcc.org. Applications will be accepted until position is filled.

The East San Gabriel Valley Japanese Community Center (ESGVJCC) reserves the discretion to change this job description at any time. The ESGVJCC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, genetic information, disability, marital status, domestic partner status, or medical condition.

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