



Job Title: Therapeutic Specialist
Reports To: EJC Director
FLSA Status: Full time Exempt
Department: EJC
Location: Montevallo, AL

The Therapeutic Specialist has two-fold focus at the M4A 4 ALL Foundation, Elder Justice Center of Alabama (EJC) for planning and delivery of the recreational therapeutic activities at the EJC's Best Days Adult Health Center and to develop and facilitate educational curriculum and training of elder abuse prevention across the state.

The Therapeutic Specialist works as an active team member providing education, activities, and support to adult participants which may include assistance with activities of daily living at the EJC Best Days Adult Day Health Center. This position will serve as the lead organizer for participant activities and a hands-on role with participants during scheduled activities. The Therapeutic Specialist will also serve in the education promotion role and be a team player to develop and coordinate elder abuse prevention training across the state.

PRIMARY RESPONSIBILITIES include:

Recreational Therapeutics:

- Screen and onboard new participants. Communicate the activities calendar, menu information, and policy to participants and caregivers. Ability to exit or decline prospective participants.
- Schedule, coordinate, and oversee group activities and programs in consideration of the needs, abilities, and interests of the day program participants. Collaborate with partners and other organizations to provide outside enrichment opportunities to participants.
- Initiate and plan the weekly and monthly calendars in conjunction with the EJC staff and to develop daily programs and activities.
- Proactively communicate with caregivers regarding their loved ones needs or behaviors.
- Include awareness of cultural sensitivity and diversity in programing, communication, and education efforts.
- Providing community referrals to participants when appropriate or requested.
- Forecast and order needed materials for activities.
- Able to be physically active to lead groups in activities that may include driving a bus, running, jumping, or bending.
- Assist participants with activities of daily living when needed.
- Research new ideas for programs and activities, taking into consideration Best Days participants' suggestions.
- Be responsible for meeting all identified goals intended to enhance the EJC's presence in the community.



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Educational promotion:

- Work on a variety of projects and events that further the elder abuse prevention training and education initiatives.
- Act as a liaison between the public and EJC to facilitate the accessibility of elder abuse education in the community.
- Implement innovative partnerships and programs in conjunction with various groups, agencies, and service organizations to raise awareness.
- Design, develop, and produce training curriculum, awareness, and outreach materials and craft suitability to differing audiences such as law enforcement, healthcare, caregivers or other community partners.
- Create social media and marketing materials for EJC website and distribution.
- Assist with the development of program materials for first responders, professionals, clients, and community members.
- Draft and prepare written correspondence.
- Coordinate, facilitate, and participate in community events, programs, fundraisers, and other various forums.
- Network, maintain, and expand partnerships with other community organizations, as it relates to the EJC education and training activities

Qualifications:

- Bachelor's degree in Special Education, Therapeutic or Recreational studies, Human Services, or a related field is preferred.
- 2 years of work experience in a day center for the elderly or disabled. Have the ability to drive a van.
- Public speaking and education experience.
- Strong organizational and time management skills, and ability to prioritize.
- Must be a self-starter and driven.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office, including Word, Excel, Outlook, and TEAMS



**ASSISTING
ALL AGES AT
ALL STAGES**

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Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to drive to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 15 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are “at-will” employees. I have read and understand the responsibilities and requirements of this position.