

**Northwest Colorado Health  
The Haven Senior Assisted Living**

**Program Assistant**

**General Statement of Duties:**

The Program Assistant is responsible for the promotion, growth and productivity of the facility's new and existing programs. Programs include but are not limited to: the Community Center, Aging Well, and Activities.

**Supervision Received:**

Works under the supervision of the Director of The Haven.

**Supervision Exercised:**

None.

**Essential Functions:**

- Cooperates and coordinates as needed with the organizations Marketing & Development personnel in the design and distribution of marketing materials
- Community outreach
- Attends Hayden Chamber of Commerce meetings when applicable
- Contract management, negotiation and administration
- Program inventory Control
- Demonstrates a willingness to learn and understand the program rules and regulations
- Assists in providing staff training to meet the activity needs of residents
- Maintains and/or develops proper record keeping procedures
- Maintains and/or develops templates and tools to capture the personalized activity needs of the residents
- Provides leadership in delegating duties to others and overseeing their performance
- Provides for the supplies and maintenance needs of the Community Center
- Assists in the budget process specific to the programs overseen
- Assists with the special event needs of the facility
- Other duties as assigned
- Has a general knowledge of budgets and is able to apply budget strategies to program needs
- Professional business language skills (spoken and written)
- Possess computer skills sufficient to communicate electronically, produce and interpret professional documents relating to the operations of the programs involved
- A willingness to continue training pertinent to the job
- The ability to speak clearly, and persuasively in front of an audience
- Strong organizational skills

*This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education:** A high school graduate or equivalent.

**Experience:** Working knowledge of basic office procedures and filing systems.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current CPR certification according to agency policy.

**Working Conditions:**

1. Work environment is highly variable. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ **acknowledge that on this date,**  
**(Print Name)**

**I have received the following job description for my present position.**

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_