

## **School for Caregivers Instructor**

### **Summary**

The School for Caregivers Instructor is a mission critical, administrative and/or technical professional that helps instruct potential caregivers in a specific need as part of a sustainable program offered by Fairhill Center. This position reports to the Collaborative Campus Leader.

### **Responsibilities**

- Instructs potential caregivers in the specific aspects of care giving including but not limited to legal issues, financial issues, nutrition, etc.
- Must be able to commit to a specific day and time per assigned program;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

### **Qualifications**

- Minimum five (5) years successful, administrative/technical experience or equivalent specialized education in professional field;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Friendly, patient with good communication skills;
- Professional appearance, attire and demeanor.