



**Phinney Neighborhood Association**  
**Memory Loss Program Social Worker Job Announcement, 30 hours a week**  
**April 2022**

### **Phinney Neighborhood Association Mission**

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

### **Position Overview**

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

This is a 30 hour per week position. The Memory Loss Program Social Worker will recruit and evaluate potential participants for GSC Memory Loss Program. Develop, coordinate, and facilitate the Gathering Place, a twice weekly enrichment program for people living with Early Stage Memory Loss (ESML). Additional duties will include creating initiating and administering additional memory loss programs. Facilitate the ESML participant support group. This position has potential advancement opportunity. This position reports to the Greenwood Senior Center Social Worker and Senior Programs Director.

### **Essential Responsibilities**

- Recruit and Evaluate potential participants for ESML programs
- Develop curriculum, facilitate, and administer the 3-hour Gathering Place program twice a week, one online and one in person and maintain participant and program notes
- Facilitate participant transitions, and referrals to other programs
- Facilitate ESML Participant support group.
- Provide as needed support for ESML Caregivers
- Obtain all materials and supplies needed for programs
- Coordinate and supervise program volunteers and instructors
- Research innovative cognitive fitness activities and integrate new ideas into Memory Loss Program
- Develop and maintain community partnerships and liaise with community organizations that offer arts and cultural enrichment opportunities
- Maintain a working knowledge of relevant memory loss programs in the community and help represent the senior center at city-wide dementia-friendly programming and events
- Represent Memory Loss program in community settings and at conference and workshops

### **Qualifications**

- MSW required with professional clinical experience with older adults
- Minimum of two years of experience working with people living with dementia required
- Experience with caregivers
- Minimum three years of experience in small group and/or support group facilitation or teaching

- Minimum three years of program management
- Technology skills to run online programs
- Organized with effective communication skills
- Team player who is also confident working independently
- Experience coordinating and supervising volunteers
- Team-orientation and appreciation for community-building mission of the PNA
- Ability to work in shared open office
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down
- Ability to pass national criminal background check

### Compensation

This is a 30 hour per week Monday through Friday position paying \$26.50-\$30.00 hour DOE. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year’s Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment.

### About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

### To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [apply@phinneycenter.org](mailto:apply@phinneycenter.org). Preference will be given to candidates who apply by Monday, May 16 at 5 pm.