



## **JOB POSTING**

### **Respite Coordinator**

*40 hours/week-Exempt; comprehensive benefits package*

Lyngblomsten is hiring a Respite Coordinator to join the 2nd Half with Lyngblomsten team. Lyngblomsten Caregiver Services specializes in helping family and friends who are caring for a person living in the community with dementia. This position will help restart and manage the nationally recognized group respite program called The Gathering (after 18 months of being paused due to the pandemic) while integrating eRespite to participants who are not able to attend in-person group respite.

#### **Key Responsibilities:**

- Coordinate/Manage 2nd Half with Lyngblomsten dementia caregiver respite programs (The Gathering and eRespite)
- Plan weekly respite program curriculum for both The Gathering and eRespite
- Lead /Facilitate The Gathering and eRespite
- Train and supervise respite volunteers
- Assess prospective participants for suitability in the program
- Communicate regularly with the Caregiver Specialist to foster opportunities for dyad (caregiver and persons living with memory loss) engagement and communication with caregivers, e.g., when noticeable changes are occurring with participants
- Be a collaborative team member and contribute to the ongoing development of 2nd Half with Lyngblomsten and Caregiver Services programming
- Work collaboratively with the Director of Volunteer Services on volunteer recruitment initiatives and volunteer recognition, Director of Lifelong Learning and the Arts on program opportunities, and Director of Marketing Communications on promotional opportunities

#### **Desired Skills and Experience:**

- Minimum of a Bachelor's degree in Therapeutic Recreation, Social Work, Gerontology, Nursing, Occupational Therapy or related field.
- Preferred 5 years of dementia programming planning and coordination experience within a community-based or residential setting
- Preferred 3 years of volunteer supervision and training experience
- Demonstrates a passion for working with people living with dementia and recognizes the importance of person-centered and strengths-based programming

- Demonstrates an understanding of dementia through professional and/or personal experiences. Has attended trainings and workshops that contribute to candidate's knowledge of dementia
- Strong assessment skills (physical, mental, social)
- Demonstrates leadership and administrative abilities, with good planning and organizational skills
- Excellent communication and listening skills
- Able to manage time and multiple tasks well
- Values opportunities to collaborate and contribute to a larger team and with church and community partners
- Proficient with Microsoft Office and online virtual engagement technology (e.g., Zoom)

**To apply:** Send cover letter and resume to:

[jpfab@lyngblomsten.org](mailto:jpfab@lyngblomsten.org) or  
Julie Pfab, Director of Community Services  
Lyngblomsten  
1415 Almond Ave.  
St. Paul, MN 55108

**About:** Lyngblomsten is an award-winning Christian nonprofit organization serving older adults through healthcare, housing, and community-based services since 1906. Join our team, touch lives, and make a difference! We offer an innovative, person-centered model of care, competitive wages and benefits and a compassionate, team-oriented environment. EEO/AA. To learn more about Lyngblomsten Community Services, visit [www.lyngblomsten.org/2ndHalf](http://www.lyngblomsten.org/2ndHalf)