

**TALLAHASSEE SENIOR FOUNDATION
JOB DESCRIPTION**

POSITION TITLE: UPSLIDE & Wellness Program Assistant

CLASSIFICATION FACTOR(S):

Regular part-time 20 hours/week

Supervised by UPSLIDE & Health/Wellness Program Coordinators

OBJECTIVES:

- Assist UPSLIDE & Health/Wellness Coordinators with both clinical and administrative duties.
- Support seniors in becoming socially engaged and staying healthy.
- Help seniors connect with resources to obtain assistance.

SKILLS AND OTHER REQUIREMENTS NECESSARY FOR POSITION:

- Bachelor's degree preferred in social work, mental health, nursing, psychology, counseling, recreation and/or art therapy, aging studies, or related area.
- Sincere interest/experience in working with active older adults.
- Experience with coordinating social and recreational activities for active older adults.
- Experience with grant writing or management preferred.
- Ability to communicate effectively orally, in writing, and public speaking.
- Ability to collect outcome and performance data along with preparing and maintaining files and statistical reports.
- Ability to establish and maintain relationships/partnerships necessary for successful job performance.
- Strong computer skills, including data input and Microsoft Office software.
- Must have reliable transportation.

EXAMPLES OF WORK PERFORMED:

May include any of the following activities, **depending upon skills and training:**

UPSLIDE

1. Assist with planning, preparing, and facilitating Friends Connection groups, field trips, and other activities.
2. Assist with administrative documentation, UPSLIDE packets, grant reporting, and individual counseling and assessment sessions.
3. Maintain participant e-mail list, activities in MSC, greeting cards, other mailings and communication reminders.
4. Perform entry, tracking and analysis of UPSLIDE participant data in Excel and/or other databases.
5. Perform follow-up and make appointments with participants as needed.
6. Send out and record responses for periodic UPSLIDE and Friends Connection surveys.
7. Help design, create, and disseminate promotional program materials to recruit participants and advertise support groups.
8. Present UPSLIDE presentations to potential partners, referral sources and participants.
9. Provide administrative assistance for program coordinator, such as purchasing supplies and group materials.
10. Perform related work as required.
11. Complete special projects as assigned.
12. Assist with Senior Services special events and Age Friendly Community as needed.

WELLNESS

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| ✦ Assists with health screenings, education and program records | ✦ Assist with Health supply & equipment closet |
| ✦ Health Program Volunteer Coordination | ✦ Maintains TSC Health Program Bulletin Boards |
| ✦ Health Program Receptionist, assist | ✦ Manages Podiatry/hearing screening appointments and events |
| ✦ Assist with TSC Fitness Classes | |

1400 North Monroe Street, Tallahassee, Florida 32303

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