Family Caregiver Support Program (FCSP) Coordinator (Part time, 75%FTE)
(This position is for a program in partnership with Center for Elder’s Independence)

DayBreak Adult Care Centers: Founded in 1993 as the Adult Day Services Network of Alameda County (ADSNAC), DayBreak is now a well-recognized network of deeply committed, caring professionals working in an area of significant social need. Representing a network of 12 adult day care centers across Alameda County, DayBreak serves as portal connecting consumers and providers of adult day resources, while also educating the public about the importance of daytime adult care services. We assist member agencies in delivering specialized health and wellness programs and services for elders and adults with disabilities, as well as resources and support services for family caregivers.

Center for Elders’ Independence (CEI) is a community health agency located in Oakland, CA which provides high-quality, affordable, and integrated healthcare services. We serve an ethnically diverse population of low-income elderly in Alameda/Contra Costa County and empower them to continue living independently in their homes and communities. CEI is a member of the nationally-recognized Medicare/Medicaid PACE program (Program of All-Inclusive Care for the Elderly), providing cutting-edge healthcare through a model of fully integrated managed care. CEI is also dedicated to supporting families and caregivers by working together to provide the best care for our participants and creating a healthy environment for both caregivers and their loved ones. Visit our website www.cei.elders.org for more information.

Position Summary: The Family Caregiver Support Program (FCSP) Coordinator of DayBreak holds a key role in a small yet very dynamic organization with a critical mission!

DayBreak’s FCSP coordinator will be responsible for the development, coordination and facilitation of support services for family caregivers, including but not only, support groups, trainings, peer support and on-line tools for caregivers.

As a member of a small team, the FCSP coordinator will also take part in other activities, like Annual Event, donor’s campaign, and other tasks in the office as needed.

If you wish to become a key member in a professional, intimate and dynamic staff with a big mission your place is with us!

Duties and Responsibilities:

- Coordinate support groups and trainings for caregivers with community partners at various locations in Alameda County
- Lead training sessions for professional staff on how to effectively deliver the caregiver curriculum
- Co-lead a series of caregiver education and support classes
- Design and administer caregiver evaluation surveys
- Assist class participants in developing specific goals
• Assess the needs of class participants and modify curriculum or teaching methods to meet those needs
• Answer questions and provide class participants with appropriate resources of information
• Coordinate meeting logistics (room set-up, materials, A/V equipment, refreshments, attendance roster, etc.)
• Work with DayBreak’s team to develop more support services for caregivers like caregivers’ channel and peer support program
• Support DayBreak’s Program and Outreach coordinator with the Information and Assistance line and other services related to the FCSP.

Qualifications:
• Bachelor’s degree or equivalent, and/or licensed or professional credentials or certification related to the topics of instruction (e.g., RN, MSW, etc.)
• Basic knowledge of health concepts, preventive health care, and behavior change
• Experience developing health education and training curriculum/materials
• Experience teaching classes, conducting trainings, and facilitating caregiver support groups
• Experience designing evaluation surveys
• Experience working with families under stress and a frail or elderly population
• Excellent communication, interpersonal skills
• Demonstrated ability to work in a highly collaborative environment with many community partners.
• Experience in presentation and PowerPoint skills
• Ability to work collaboratively as a team member in a small office environment
• Flexible hours to accommodate occasional night or weekend assignments
• Experience with social service agencies and senior services desirable
• Self motivated and ability to work independently.

Location:
DayBreak’s office is located in DT Oakland. However, this position requires traveling to different locations in Alameda County.

Hours and Compensation
This is a 75%FTE position of 30 hours per week. Salary is based on experience, and is competitive with small sized non-profits.

Benefits
Benefits include medical and dental insurance, nine paid holidays, two personal days, accrued sick leave and vacation time.

Starting date: As soon as the position is filled

How to apply: Please send your resume and cover letter to: ofra@daybreakcenters.org, indicating FCSP Coordinator position in the subject line.