



Korean Community Services of Metropolitan New York, Inc.

Position title	Department & Location	Reports to
Program Assistant Coordinator	Adult Day Care Center	Program Manager
	203-05 32 nd Ave. Bayside, NY 11361	
Employment status	FLSA status	Effective date
☐ Full-time ☒ Part-time ☐ Temporary ☐ Contract	☒ Nonexempt ☐ Exempt	

About the Organization

Founded in 1973, Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-service organization supported by government agencies, foundations, corporations, and individuals. KCS aims to develop and deliver a broad range of social service programs to meet the community's various needs.

The KCS Social Adult Daycare Center (SADC) was established for seniors who have physical or mental disabilities but want to be a part of the community. The center provides various activities such as dancing, singing, origami, physical exercise and recreation. Joining the KCS Social Adult Daycare Center will help seniors have a happy and healthy lifestyle.

Starting in May 2006, the Social Adult Daycare Center is the newest Aging Program at KCS and is one of the first to take residence in the new community center. Based on the social model, the SADC has two aims:

- To provide isolated seniors an opportunity to get out of the house and receive both mental and social stimulation
- To give caregivers a much-needed break in which to attend to personal needs, or simply rest and relax

Position Summary

The Program Assistant Coordinator (Part-Time) is responsible for providing direct support in the day-to-day operation of recreational, therapeutic, and social activities at the Adult Day Care Center. Under the guidance of the Program Manager and in collaboration with the Program Coordinator, the Assistant Coordinator helps facilitate group programs, engages with participants, performs light administrative tasks, and assists in maintaining a clean, safe, and nurturing environment. This role is essential for ensuring that SADC participants receive person-centered attention and care.



Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Program Support:

- Assist the Program Coordinator and Program Manager in conducting daily recreational and social activities (e.g., arts and crafts, cognitive games, exercise programs, music, and socialization).
- Support the physical setup and breakdown of program areas, decorations, and required equipment.
- Provide individualized, respectful, and person-centered assistance to participants during activities based on their specific cognitive or physical abilities.
- Assist participants with essential personal care needs as trained, including mobility support, feeding, and toileting.
- Help with daily meal and snack preparation, portioning, distribution, and table cleanup, maintaining high sanitary standards.
- Accompany participants during community outings, field trips, and assist with vehicle boarding and transportation arrangements.
- Monitor the overall program area to ensure a clean, neat, organized, and hazard-free environment.
- Observe and communicate any visible changes in participant behavior, mood, or physical health promptly to the Program Manager.

Participant Interaction and Engagement:

- Interact warmly and respectfully with all SADC participants, creating an inclusive and dignified environment.
- Actively encourage participants to join in activities, offering positive reinforcement and supportive encouragement.
- Adapt communication approaches to meet the distinct linguistic, cultural, and cognitive requirements of each senior.



- Assist in implementing basic behavioral support strategies under the supervision and guidance of the Program Manager.

Administrative Support:

- Assist with participants check-in/check-out processes and maintaining daily attendance and meal logs.
- Support basic office operations, including answering phones, welcoming guests, and directing inquiries to appropriate personnel.
- Assist with administrative tasks such as photocopying, organizing program supplies, sorting materials, and preparing activity kits.
- Communicate politely and professionally with participants' family members and caregivers as instructed by the Program Manager.
- Support insurance claims and billing processes, including preparing and submitting claims, verifying participant information and service records, maintaining billing documentation, tracking claim status, and assisting with billing-related communication with insurance companies and participants.

Compliance and Safety:

- Strictly adhere to KCS policies, safety standards, and local/state regulations.
- Maintain complete confidentiality regarding participant records, health status, and personal details in accordance with HIPAA standards.
- Report any immediate hazards, facility issues, or participant accidents to the Program Manager instantly.
- Participate in staff meetings, training programs, and professional development sessions as required.

Education and Experience Requirements

- High School Diploma or equivalent required (Associate's or Bachelor's degree in progress or completed in Human Services, Social Work, Recreational Therapy, or a related field preferred).
- Bilingual proficiency in English and Korean preferred.
- Prior experience working or volunteering with the elderly, individuals with disabilities, or in a community-based social service setting is highly valued.



- A strong commitment to the Asian American community and alignment with KCS's organizational mission.
- Patience, empathy, strong interpersonal skills, and a genuine passion for senior care.
- Must be able to pass a background check and other required clearances.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Knowledge

- Cultural Sensitivity: Understanding of cultural differences and ability to work effectively with individuals from diverse backgrounds.
- Basic understanding of the unique aging process and the social/emotional needs of older adults.
- General awareness of safety, sanitation, and emergency guidelines within a senior care environment.

Abilities

- Ability to communicate effectively, verbally and in writing, in the language(s) necessary to perform the essential functions of the position (e.g., English, Korean, or both), including the ability to hear, speak, and be understood in the work environment.
- Ability to follow directions carefully and work collaboratively as a team player.
- Ability to show patience, empathy, and emotional resilience under challenging circumstances.
- Ability to prioritize tasks and handle multiple program demands smoothly.

Skills

- Basic computer literacy, including experience with Google Workspace (Docs, Sheets, Gmail) and Microsoft Office.
- Strong active listening and relational skills.
- Creative or artistic skills (e.g., crafting, music, games) that can enrich participant experiences.

Physical Demands and Work Environment



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Must be able to stand and walk a considerable amount of time, almost the entire workday.
- Have hand dexterity to use the computer, office equipment, books, and assist clients.
- Physical ability to assist seniors with transfers, walking, boarding vehicles, and in emergency situations when necessary.
- Ability to safely lift and carry items weighing up to 25 pounds.
- Work is primarily performed in an active Adult Day Care environment with high interaction with seniors, family members, and staff.

Note

Your labor allocation and project assignments may include responsibilities related to various program areas and projects, including but not limited to Adult Day Care Services.

Employment remains strictly at-will. Project assignments, labor allocation, compensation, title, hours, and duties may be modified based on organizational, operational, or funding needs in accordance with applicable law.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Compensation:

\$19/hour

Working Schedule:

24 hours per week

Application Process:



Please reach out to taekyoung@kcsny.org with your resume and cover letter to apply for this position.



Job Description Acknowledgment

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and title: _____

Date: _____

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.