

Job Description

ADULT DAY SERVICES

JOB TITLE: Director

Fair Labor Standards Act Status: Exempt

Full time

REPORTS TO: Advisory Board and/or Governing Board of Directors/Pastor

PURPOSE OF POSITION: Responsible for administrative decision-making and implementation of the Adult Day Service program according to the policies and procedures adopted by the Advisory Board and/or Governing Board of Directors. Responsible for the efficient and purposeful integration of services inter and intra agency, leadership and resource development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

Provide program development, personnel management, and overall operational administration including coordination of on-going activities to meet the program's established goals and objectives.

Efficiently manage assigned staff and volunteers in a manner consistent with organizational policies and values. Maintain an employee feedback process to enhance work processes and employee understanding.

Interview and hire prospective staff.

Terminate employees if required.

Interview prospective volunteers and do follow-up paperwork.

Annual evaluations for staff.

Comply and oversee all grants, federal and state employment laws, contracts, donor agreements and reporting requirements.

Ensure that the program goals and objectives are met and provide service delivery in a manner consistent with all funding objectives.

Ensure optimal utilization of resources and quality while reducing cost.

Work with others to continually identify areas for improvement. Provide effective evaluation of results. Work continually toward the improvement of the program.

Supervise cleaning of facility

Follow-up on building maintenance issues

Follow-up on initial inquiries from caregivers for information about St. Agnes

Coordinate a monthly support group.

Supervise fire drills.

Promote the professional and personal development of the staff. Model expected behaviors and serve in a mentoring role to agency staff.

Provide effective monitoring and financial management of the program. Seek and recommend potential opportunities for cost containment and analyze variance from budget plan or anticipated trends. Contribute toward the successful implementation of the annual operating plan and assist with financial analysis and formulation of recommendations to achieve goals and objectives. Identify potential opportunities for resource and funding development.

Develop and maintain a communication system which assures effective flow of information. Develop promotional materials for internal and/or external publicity consistent with standards established by the agency.

Develop community collaborations, linkages and partners to address systemic issues that impact clients who are served by the programs of the center. Develop and maintain effective relationships within community networks.

Coordinate with case managers and effective transportation system for participant.

Supervise student placement /clinicals from local educational facilities.

Develop and oversee specialized training for staff, volunteers, as required by funders and/or other professional or accreditation bodies.

Implement long range plans and incremental goals in conjunction with advisory board or governing board of directors.

Facilitate the involvement of the person served throughout the adult day services program.

The preceding essential functions are not intended to be an exhaustive list of tasks and functions for this position. Other tasks and functions may be assigned as needed to fulfill the mission of the organization.

PRIMARY RESPONSIBILITIES: This position oversees Nurses, Program Coordinator, clerical staff, students and volunteers.

QUALIFICATIONS: Education and/or experience: Education and/or experience in healthcare administration. Long Term Care/Memory Care experience preferred with one year supervisory experience in a healthcare services setting with demonstrated competence and experience managing in a health or human service setting.

Skills/Abilities/Knowledge:

- Ability to understand the needs of aging and disabled adults and their caregivers.
- Ability to interact effectively, professionally, and compassionately with disabled adults or elderly guests and families.
- CPR certified
- Demonstrated ability to interact positively with guests, caregivers, employees, and the community.
- Ability to maintain confidentiality regarding staff, volunteer's and participant's personal information.
- Ability to maintain confidentiality regarding personal information of guests and staff
- Knowledgeable of the adult day services program being provided to the person served
- Ability to promote teamwork and build effective relationships.
- Ability to plan and manage the utilization of resources.
- Ability to lead quality improvement initiatives.
- Ability to facilitate and lead work groups.
- Ability to apply personnel policies and procedures.
- Knowledgeable of state and federal laws relative to assigned area.
- Ability to effectively communicate information and respond to questions in person, by telephone or in written form.
- Ability to communicate sensitive issues with all levels of employees/management.
- Strong customer service skills.
- Ability to take initiative and meet objectives.
- High level of interpersonal, problem-solving and analytical skills.
- Demonstrated ability to interact positively with guests, caregivers, employees, and the community.

Other requirements: Dependable attendance. Must not pose a threat to self or others in performance of duties.

PHYSICAL DEMANDS: Sedentary work and on occasion light to heavy work if needed to assist in client care. Sedentary work involves exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, other otherwise move objects. Involves sitting most of the time but may involve moving about for brief periods of time.

Light work involves exerting up to 25 pounds of force occasionally to lift, carry, push, pull, and otherwise move objects. Involves bending, squatting, and reaching, and moving about most of the time.

Heavy work involves exerting up to 50 pounds of force occasionally to lift, carry, push, pull, and otherwise move objects. Involves bending, squatting, and reaching, and moving about most of the time.

EQUIPMENT OR MACHINERY REQUIRED TO OPERATE includes, but is not limited to: computer, telephone, copy machine, calculator, fax machine and other standard office equipment. Also, standard equipment used in rehabilitation facilities, including wheelchairs, walkers, etc., if needed to assist in client care.