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| **Community:** | Garden Spot Village |
| **Department:** | Adult Day Services |
| **Reports to:** | Director Adult Day Services |
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| **Overview:** | This position is responsible for managing all of the details for the activity program of Adult Day Services. This would include, but is not limited to helping to serve meals, implementing activities and creating purposeful projects. In addition, providing support to the program assistants and to the Director of Adult Day Services. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Assists with marketing the Adult Day Services program.
* Treats all information about clients, their condition, and family as confidential.
* Assists with the management of the Adult Day Services program provided by Garden Spot Village and performs the following duties:
  + Helps to develop and implement program policies, goals, and objectives.
  + Supervises the volunteers.
  + Helps orient staff, volunteers, and students.
  + Helps to develop, implement, and manage daily programs for individual program participants. This includes participating in the care planning process.
  + Creates weekly participant schedules and records daily attendance.
  + Coordinates and finalizes the monthly activity program planning, calendars and menu.
  + Provides accurate, monthly documentation of each program participant.
  + Helps to assure compliance with Pennsylvania's Department of Long Term Living regulations.
  + Supervises staff when the Director of Adult Day Services is not available.
  + Communicates with the Director of Adult Day Services regarding program, staff and participant issues.
  + Abides by current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the workplace.
  + Contributes to creating and maintaining a work climate that encourages positive staff morale, motivation and commitment to the mission of the organization.
  + Attends assigned in-service trainings and continuing education programs/seminars.
  + Leads program activities.
  + Provides personal care and directly interacts with participants.
  + Helps with food service to participants.
  + Assists with maintaining a clean and healthy environment for participants.

**Essential Functions (Cont.)**

* Performs the following tasks in the absence of the Director:
* Manages the Adult Day Service program.
* Implements different procedures and programs.
* Determines work procedure and expedites work flow.
* Handles inquires and telephone calls.
* Interacts with family members.
* Ensures compliance with operating policy and procedures and supervises staff.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Bachelor’s Degree or two years’ experience in Human Services field, along with skills to work with aging adults and adults with functional impairment.
* Proficient in reading, writing, grammar, interpersonal relationships and communication skills. Able to carry out a therapeutic activity program. Able to provide initial management and program supervision.
* Proficient in basic computer skills. Willing and able to learn new software programs
* Valid First Aid and CPR certifications and driver's license.

**Equipment to be Used**

* Telephone, calculator, computer, printer, fax machine, and copier.

**Working Conditions**

* May need to work beyond set hours to assure program regulatory compliance, adequate participant coverage, and program operation.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date