JOB DESCRIPTION-AGING

Adult Day Program Director

I. POSITION- ADULT DAY PROGRAM DIRECTOR (LPN or RN)

II. PROGRAM COMPONENT- ADULT DAY

SUPERVISOR: DIRECTOR OF AGING

III. JOB SUMMARY: Responsible for programmatic management of the Adult Day Health Care Program. To perform this job successfully, an individual must be able to perform each duty satisfactory.

IV. DUTIES AND RESPONSIBILITIES:

1. Plans and implements program goals and objectives in compliance with local, state, and federal guidelines and regulations.
2. Responsible for arranging and conducting an initial in home interview for the purpose of obtaining sufficient information, including in-depth social and medical histories, to determine program eligibility.
3. Responsible for developing a plan of care and implementation based on information from the client and his/her primary caregiver and support system.
4. Completion of all required records, reports and documentation of all activities and the input of data in the state database (SAMS).
5. Maintain and submit all necessary administrative forms as required in Personnel Policies and Procedures of the agency (i.e. timesheets, travel sheets, leave of absence, etc.)
6. Responsible for providing leadership, supervision, and daily scheduling of the Adult Day Care staff.
7. Responsible for the day-to-day supervision and monitoring of self-administration or administration of medications and monitoring of dietary needs.
8. Responsible for arranging transportation for clients.
9. Responsible for coordinating Adult Day services with other services and resources in the community to ensure maximum service coverage, full benefits coverage and a minimum of service duplication within the local service network.
10. Responsible for organizing himself/herself in such a way as to ascertain maximum individual efficiency and cooperative effectiveness at all times.
11. The Program Director will be responsible for the operation of the facility and shall delegate such responsibility in his or her absence.
12. Respect privacy and hold in confidence all information obtained in the course of providing services.
13. This job description may not include all non-essential duties of the position.
V. POSITIONS SUPERVISED: Adult Day Care Assistant, Adult Day Care Aide

VI. QUALIFICATIONS: RN or LPN with two years clinical experience working with the elderly. A valid Kentucky’s driver’s license. Possess the ability to work well with the elderly, display patience and good communication skills. He/She must be able to work cooperatively with other professional service providers in the community and possess good supervisory and management skills.

VII. PHYSICAL QUALIFICATIONS: Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Employee must occasionally lift and/or move up to 100 pounds. Must be physically capable of carrying, reaching, pulling, pushing, stooping/crouching, climbing, sitting, standing, and balancing. Clarity of vision and ability to listen and communicate effectively is important. Ability to comprehend simple instructions and ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to work effectively in one on one and/or small group situations.

VIII. JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received a copy of my job description and state that I have read and fully understand the requirements and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I certify that at this time I know of no limitations, which would prevent me from performing these functions. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I understand that this description is intended to be a general statement concerning this position and is not to be considered a detailed assignment. It may be modified by my employer as need arises.

I further certify that this job description was orally reviewed with me and I have been given the opportunity to ask questions of my employer concerning these matters and this job description will be a basis for evaluating my performance. I understand that failure to meet the job requirements could result in termination of my employment.

__________________  ____________________  ____________________  ____________________
Supervisor                             Date                             Employee                             Date