



GATHERING CLUB

Adult Day Health Center and Home Attendant Care

JOB DESCRIPTION

Job Title: Program Manager

FLSA Classification: Non-Exempt/Hourly

Position Summary: This individual is directly responsible for overseeing the assigned ADHC programming functions with the mindset of enhancing the skills and abilities of everyone supported. This person will work with Program staff as well as other members of management, promoting and assisting participants in reaching their personal goals while also being a part of the greater community. He/she will ensure that participants are empowered to participate in the activities of their choosing within their means. This person will ensure all regulations for funding sources are followed and deadlines are met. This is an hourly position.

Qualifications:

- ❖ Must be at least 18 years of age
- ❖ Must have a high school diploma or its equivalent
- ❖ Must have at least one year of experience working with individuals under the 1915(c) waiver regulations
- ❖ An Associates of Science in Human Services with one-year experience in Human Services or four years of experience in the Human Services field is required.
- ❖ Must complete all required training as outlined by DAIL regulations, including first aid and CPR certification, Abuse, Neglect and Exploitation, Incident Reporting as well as annual DAIL Training.
- ❖ Must be able to read, understand and implement written and oral instructions
- ❖ Must pass a criminal background check
- ❖ Must pass pre-employment and random drug testing
- ❖ Must have a valid driver's license and good driving record
- ❖ Must have proof of auto insurance
- ❖ Must be authorized to work in the United States
- ❖ Must have a patient and understanding demeanor when interacting with staff as well as those we support
- ❖ Must have knowledge of levels of functioning among adults with Developmental and Intellectual Disabilities
- ❖ Good Computer Skills are required (i.e. Word, Excel, PowerPoint, and Outlook)

Responsibilities:

- ❖ Plan activities and outings that motivate and include participants
- ❖ Ensures all activities are offered and completed for the participants as the program requires including community involvement.
- ❖ Ensures that age appropriate, goal oriented, non-divisional activities are planned based upon the stated goals of each participant.
- ❖ Support the independence and welfare of participants by encouragement and education
- ❖ Contact community organizations to schedule outings as it relates to the participants goals
- ❖ Create monthly calendar with daily activities and outings and quarterly drills listed
- ❖ Create documents of any notices that need to be sent home to participants parents/guardians
- ❖ Shop for and maintain appropriate amounts and types of supplies for activities within company budget

- ❖ Prepare necessary supplies for all activities for ease of implementation
- ❖ Decorate for programs, events, holidays, special occasions in a tasteful and timely manner
- ❖ Delegate activities to other staff when unable to lead and/or fully participate
- ❖ Assist in all aspects of employee supervision including hiring, coaching, working with other members of management in initiating disciplinary actions as outlined in policies and procedures.
- ❖ Ensures that employees are clocking in and out and approving payroll for the assigned team
- ❖ Ensures all ADHC staff are trained to work with the participants they are assigned to work with.
- ❖ Completes introductory and annual evaluations with respect to the employees' performance, with the feedback from other members of management.
- ❖ Responsible for holding ADHC staff accountable to working towards achieving each individual's goals.
- ❖ Responsible for meeting deadlines and obligations on all paperwork set forth by the Assistant Executive Director, Executive Director, as well as funding sources and other agencies (ex. Incident reports).
- ❖ Responsible for assisting and keeping accurate and confidential records on all individuals being served. They must be kept with accordance to the HCBS requirements.
- ❖ Work with the Program staff and management in developing the most effective programs to help the participants obtain their desired goals.
- ❖ Attend POC meetings as needed to ensure Person Centered Planning for the participants we serve.
- ❖ Ensures that documentation of activities performed for each participant occurs daily and is completed each day.
- ❖ Ensures ADHC staff are scheduled daily to meet the needs of the participants.
- ❖ Assist in resolving any and all behavior issues with individuals through staff interaction.
- ❖ Shows dignity and respect to all individuals and staff at the Gathering Club and other agencies.
- ❖ Able to communicate verbally and in writing effectively.
- ❖ Will work hand in hand with the other members of management to ensure that all aspects of the daily operations ensure the health, safety, and welfare of the participants we serve while also creating an environment where all people we work with (participants, staff, coworkers) feel that they are a part of the team that makes up the Gathering Club.
- ❖ Functions as a vital team member and works with other managers to ensure that the Gathering Club operates in a manner that ensures the health, safety, and welfare of the individuals we serve.
- ❖ Must be willing to work with Multicultural and Multilingual communities.
- ❖ Performs other duties as assigned

Work Environment: The Program Manager is responsible for ensuring that every aspect of the program is covered which includes but not limited to, working indoors as well as outdoors in all weather conditions.

Supervision: The Assistant Executive Director has direct supervision of all program staff.

Reports to: Assistant Executive Director

Risk Exposure: High Risk

Physical Requirements:

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

- ❖ The Assistant Program Manager will frequently be walking, bending, stooping, kneeling, squatting, sitting, reaching overhead, and occasionally lifting up to twenty (20) pounds.
- ❖ The Program Manager must meet applicable federal, state and/or local health requirements relating to communicable diseases.
- ❖ Work is performed both indoors and outdoors.
- ❖ Transporting participants may be required.
- ❖ Must be able to stand and sit for extended periods of time.

I have read the above job description and fully understand the conditions set forth therein, and as employed as the Assistant Executive Director, I will perform these duties to the best of my knowledge and ability.

Signature: _____

Date: _____