

Social Adult Day Program Manager

Job Description



Reports To: Senior Manager of Social Adult Day Services

Salary Range: \$19.00 to \$20.00/hour

Approved By: Executive Director

FLSA Status: hourly; 37.5 hours/week

Monday through Friday: 8:30 am to 4:30 pm

Date Developed/Updated: September 2023

Summary: The Social Adult Day Program Manager works collaboratively with the Program Assistants to manage the day-to-day operation of the Day Program which includes, but is not limited to, assuring (1) that the guests of the day program are provided a safe, clean and emotionally and cognitively stimulating environment, (2) that LifePath adheres to all applicable county, state, federal and funder guidelines governing this program, and (3) that the program maintains a high census by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities include, but not limited to the following:

- Work to create, plan and implement programs, activities, classes, special events, outings, meals and parties
- Create a monthly calendar of events/activities to share with guests and their families
- Work with program guests, volunteers and other staff to create a warm, welcoming and supportive environment where people want to be
- Facilitate group discussions
- Assist guests with routine tasks of daily living including toileting if necessary
- Interact with the guests in a friendly and positive manner and maintain a professional attitude in all dealings with all stakeholders and ensures that other staff do the same
- Coordinate the response to any emergency situation including the notification of emergency personnel and coordinating the actions of guests, volunteers and staff.
- Ensure case notes, attendance forms, meal orders and logs, transportation logs, etc., are completed by self and/or other staff as required
- Ensure compliance with all food handling and sanitation practices and procedures as governed by law
- Ensure all work stations and equipment are properly maintained and that staff work together in the daily clean-up of program site including light vacuuming/sweeping, sponging/wiping down of tables, putting away program supplies, emptying of trash and repositioning of chairs
- Quickly shift roles to be able to provide leadership to any high-priority or high-risk task
- Maintain utmost confidentiality as it relates to information about the program's guests and ensure all other staff does as well
- Supervise staff and volunteers
- Work to eliminate waste and reduce cost
- Speak highly of the organization on and off duty
- Provide staff support to agency-wide initiatives or projects as requested by the Senior Manager of Social Adult Day Services or the Executive Director
- Reports any violations of policies, unethical behaviors, misuse of LifePath property or suspected mistreatment (even rude treatment) of seniors to ED
- Other duties as assigned by the Senior Manager of Social Adult Day Services or the Executive Director

To perform this job successfully, an individual needs to demonstrate the following competencies.

Supervisory Responsibilities: Directly supervises the program staff and volunteers by carrying out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include training

employees; planning, assigning, and directing work; providing input to the annual performance appraisal process; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: An Associate Degree and a minimum of two years related experience. Must be flexible and able to function in a fast-paced environment. Good computer skills and must have or be able to attain First Aid and CPR certification. Experience working with seniors or the disabled is a plus.

Interested Applicants: Apply online by sending your resume to jperkins@lifepathny.org for an application call 518-465-3322 or go to our website at www.lifepathny.org

LifePath is an equal opportunity employer.