

THE SENIOR HUB, INC.

JOB DESCRIPTION

TITLE: Program Supervisor, Adult Day Service

PRIMARY RESPONSIBILITY:

Responsible for daily monitoring of Adult Day Service participants to assess their involvement in prescribed self-care, personal hygiene, and social and recreational activities, and assist with the direct care of participants.

GENERAL TASKS AND DUTIES:

- Participate in day service activities that assist in the development of self-care capabilities, personal hygiene, and social support services of the participants.
- Monitor and document the participant's ability to maintain prescribed activities and assist with their activities of daily living.
- Assist with the onboarding of new clients and new clients' files to ensure onboarding practices and policies are met by each new program attendee
- Monitor the on-going medical needs of participants and the supervision of medications.
- Assists with direct care of participants during meals, bathroom breaks, etc.
- Maintain appropriate records to satisfy compliance issues with the rules and regulations of the State of Colorado, including activity participation, care plans, participant charts, medication distribution, etc.
- Follow all ADS policies as written in The Senior Hub's Adult Day Service Policy Manual.
- Assists with the staffing and supervision of the ADS team (CNA, QMAP and volunteers)
- Facilitate caregiver monthly groups and share resources specific to clients with dementia.
- Create the activity calendar and solicit outside community partners to provide activities for clients (music, art, gardening, storytelling etc.)
- Attend and assist with outside, scheduled recreational activities, quarterly offsite (Rockies games, Butterfly Pavilion, etc.)

SUPERVISION RECEIVED

The Program Supervisor reports to the Program Director. General policy guidelines and direction are provided but procedures used to accomplish assignments are usually left to the employee. Outcomes are periodically checked. The Program Supervisor will also take direction from the contract R.N. on a weekly basis on tasks that include medication distribution, monitoring health indicators, incident reports, and charting, etc.

SUPERVISION EXERCISED

The Program Supervisor will be giving directions regarding medication distribution, monitoring health indicators, incident reports, charting, and supervise the ADS team and volunteers to support client/ participants engagement and goals of the program

MINIMUM QUALIFICATIONS

The Program Supervisor must truly enjoy the company of older adults and must desire to advance the quality of their lives. The Program Assistant will be QMAP certified, or obtain the QMAP certification in 90 days, and have professional experience monitoring the ongoing medical needs of older adults and have personal or professional experience with providing direct care. He/she will possess good written and verbal communication skills, good organizational skills, and be physically able to assist participants with care while at the ADS location. Must be able lift up to 50 lbs.

SALARY: \$18– \$21 per hour based on applicable skills, background, and work experience in a comparable field. Benefits include:

- Continuing education (*dementia specific training modules, nationally recognized*)
- 403 B with employer match of 3%
- Medical
- Dental
- VSP Vision – employer paid

HOURS: 8:30am – 5:00 pm - onsite

APPLICATION AND JOB INFORMATION

This is a FULL-TIME non-exempt position. Applicants should send resume and cover letter giving details of their interest and qualifications to:

Stephanie Knight
2360 w 90th Ave
Federal Heights CO,80260

OR

Fax: 303-287-0572

OR

E-mail: sknight@seniorhub.org