

# South County Adult Day Services

**SoCal Senior Services d.b.a. South County Adult Day Services**

## **POSITION DESCRIPTION**

**Position Title: Program Director**  
**Reports to: Executive Director**

**Status: Exempt**

Summary: Reporting to the Executive Director, the Program Director will play a critical role in achieving the vision of Adult Day Health Care through high-quality programs for the fragile and/or disabled participants. The Program Director is responsible for the continued development, implementation, coordination and management of all aspects of the ADHC program to include but not be limited to:

- Directs, supervises, and governs all ADHC programs including nursing, therapy, social services, activities, food service, transportation and billing.
- Provide direct and indirect supervision of staff, interns, independent contractors and volunteers.
- In consultation with the Executive Director, recruit, interview and select well-qualified program staff
- Plans, implements and maintains policies, procedures and quality staffing to ensure exceptional participant care and services.
- Implement the human resources policies, procedures and practices
- Establish and implement a performance enhancement process for all program staff
- Leads the Multi-Disciplinary Team which develops and reviews participant treatment plans, goals & progress.
- Assesses program needs and ensures that objectives are met and are done so in compliance with all governing regulations.
- Assist Executive Director in the development of annual budgets for program and monitors expenses and variances.
- Maintains daily census levels necessary to balance expenditures.
- Other duties as required.

Working Knowledge of:

- Federal, state and local rules and regulations of Adult Day Health Services including best practices, and procedures.
- General principles and practices of management and staff development.
- Philosophies, objectives, and goals of a community service organization.
- Disabilities and related characteristics of individuals served by the agency.
- Physical, social and cognitive needs of individuals with functional impairments.
- Community resources, related agencies, and available services.
- Effective interpersonal communication skills.
- Principles of budget development and financial management.

#### Reasoning Ability:

- Evaluate situations and take positive and effective action.
- Work independently, demonstrate initiative and use good judgement.
- Maintain composure and good judgement under stressful or sensitive conditions.
- Interpret and follow a variety of instructions provided verbally, in writing, in diagram and/or schedule form.

#### Physical Demands:

The qualified applicant must have the capability to provide physical assistance as needed to disabled participants including transferring and directly assisting patients in an emergency.

#### Work environment:

The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Requirements:

- The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.
- Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any associate providing for employment other than at will.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

The undersigned have reviewed the contents of this job description and believe it is to be accurate.

_____ Employee	_____ Date
_____ Supervisor	_____ Date

To Apply: All applicants must send a cover letter, resume and salary history (mandatory) to [SoCalSeniors.HR@gmail.com](mailto:SoCalSeniors.HR@gmail.com) to be considered for this position.