Position Title: Activities and Nutrition Supervisor
Reports to: Program Director
Status: Non-exempt

POSITION SUMMARY
This position is responsible for providing program leadership and expertise in social and recreational activities and care to participants and families; including educational development and ongoing evaluation of the coworkers and consultants in the activities department. Accountabilities include the provision of leadership to guide activities, which are engaging, socially appropriate and challenging both mentally and physically. This position is also responsible for daily food preparation including serving breakfast, lunch and snacks to Center participants. Provide program leadership in the area food service including following all regulations of the CACFP, food delivery and presentation, data collection, documentation, safety, cleanliness, and evaluation in the service work setting.

Essential Job Functions:

- Collaboration with the multidisciplinary team, participants and family to coordinate participant care delivery.
- Coordinating assignments and adjustments considering staff competency, participants’ acuity/intensity, census, and cost effectiveness.
- Integration of participant care per Title 22 standards and protocols.
- Demonstrates understanding of physiological, psychosocial, and developmental aspects of care for the adult (18-65 yrs. old), and the geriatric patient (>65 yrs. old) populations.
- Completion of participant assignments and documentation, asking for and offering assistance as appropriate and delegating as appropriate.
- Attends staff meetings and integrates information into daily practice.
- Demonstrates positive guest relations and conflict resolution consistently in fast paced environment.
- Reliably completes responsibilities including assessment of participant and documentation, collaborative planning with other members of multidisciplinary team, timely implementation of plan care or delegation of appropriate tasks, ongoing evaluation of participant progress and communication with a high degree of accuracy and timeliness.
- Collaborates with appropriate individuals in a timely manner to promote center and organizational efficiency, prompt problem resolution and quality of care.
- Participates in professional practice activities like standard development/revision, incorporation of new standards into practice education/in service, QC activities, and performance improvement.
- Oversees monthly activities calendar for all programs and implement activities based on needs, interests and preferences of participants
- Oversees planning and implementation of activities and staffing for Activities Department.
- Provide training to program staff as needed
- Hold regular participant meetings to determine effectiveness of activities program and make adjustments accordingly
- Initiate activity assessments and activities-related IPC goals for participants
- Oversees implementation of IPC activities goals
- Complete all mandated documentation such as IPC’s, quarterly notes, progress notes, flow sheets, etc. with accuracy and objectivity
- Provide immediate supervision to Activities Program Aide and Aide assisting in the kitchen.
- Maintain adequate supplies for activities program
- Oversees kitchen and daily meal service to comply with regulations of CACFP. Maintain adequate supplies needed. Supervise/Train the Aide assisting in the kitchen and complete paperwork as needed including monthly meal order.
- Work collaboratively with the Dietitian consultant.
- Responsible for set-up, service, stocking and clean-up of breakfast items.
- Prepare for service of the noon meal including taking temperatures of food when delivered from meal provider and at time of service.
• Responsible for daily lunch set-up, service and clean-up of the kitchen.
• Responsible for cleaning, ordering supplies, and keeping track of inventory for all Nutrition related supplies.
• Applies and directs the application of regulatory documentation and mechanisms (Title 22, CA Department of Health and Human Services, Department of Aging, Child and Adult Care Food Program/CACFP, etc.) consistently.
• Handles assigned equipment and supply-related issues.
• Contributes to overall safety, cleanliness, and functioning of the food service areas.
• Perform other job duties as assigned.

• Minimum Qualifications:
• BA or BS from a recognized college or university in one of the following fields:
  • Recreation Therapy
  • Occupational Therapy or Occupational Therapy Assistant
  • Art, Music, or Dance Therapy
  • Social Work
• Some experience in food related field
• or
• Two years experience (within the past five years) in a social recreational or educational program, at least one year of which was full-time in an activities program in a health care setting, mental health program or program serving disabilities
• or
• Completion of at least 36 hours training in an approved Activity Leadership course
• Knowledge of processes and issues surrounding aging
• Knowledge of appropriate leisure activities and healthcare issues for elderly
• Some experience in food related field.
• Able to give directions and work effectively with volunteers and staff members
• Ability to work compassionately with diverse and challenging clientele
• Current Medical/Health screening including TB clearance
• First Aid and CPR (within 6 months of hire)
• Possess and maintain valid California Driver’s License, proof of automobile insurance coverage and willingness to use personal automobile for work-related tasks
• Computer literacy
• Demonstrated sensitivity to cultural diversity
• Demonstrated verbal and written communication skills
• Demonstrated supervision skills
• Verbal and written fluency in English.
**Physical Demands:**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential and non-essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The position may require employees to do any of the following, sometimes frequently: sit, stand, bend, stoop, reach overhead with hands and arms, twist and walk as needed.

Employees may need to assist participants to transfer to or from a wheelchair to chair

Employees may be required to push, pull, lift and carry when needed (e.g. trays, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables, etc.)

Employees must be able to assist participants in emergency situations when needed. Must be able to push wheelchair participants up to 250#.

Must be able to assist clients up to 200# in ambulation.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to adjust focus.

**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.

- Work indoors in an open environment
- Have daily contact with a large group of participants
- Work outdoors as scheduled
- Lots of flexibility and spontaneity required

**Understanding:**

This job description does not list all duties of the job. You may be asked by the Program Director or Executive Director to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. This job description is not a contract for employment and either you or the employer may terminate employment at any time for any reason, with or without notice and with or without cause. 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.

This position requires the full understanding and participation in fulfilling the mission of SoCal Senior Services and Alzheimer's Orange County. It is expected that the employee will demonstrate behavior that is consistent with core values. The employee shall support SoCal Senior Services and Alzheimer's Orange County strategic plan(s) and must uphold all standards of professionalism set by SoCal Senior Services and Alzheimer's Orange County.
The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee 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 employee 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 employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: All applicants must submit a cover letter and resume to SoCalSeniors.HR@gmail.com to be considered for this position.