

POSITION DESCRIPTION

Position Title: Multicultural Program Coordinator

Reports to: Program Director

Status: Non Exempt Full-time

General summary:

The Multicultural Program Coordinator provides a wide array of social services to prospective and enrolled adult day health care and adult day care participants and their families. This position is responsible for providing case management services to both current and potential participants. This position acts as a liaison with families, agencies, medical offices/facilities and Center personnel for the purpose of multicultural engagement, admission, and continued enrollment at the center.

Essential Job Functions:

- Assist the social workers in completing assessments, enrollments, and assisting in meeting participants' psychosocial needs
 - Including but not limited to appropriate documentation, translation and leading group sessions
- Provide culturally appropriate activities and educate staff in cultural traditions and behaviors
- Demonstrate a positive attitude and conflict resolution consistently in fast paced environment.
- Network with other agencies, attend agency fairs, perform outreach to community groups, and potential referral sources within the service area
- Performs advocacy activities on behalf of participants to expedite enrollment process as well as encourages participant/ family member/care givers to advocate on own behalf.
- Collaborates with appropriate individuals in a timely manner to promote center and organizational efficiency, prompt problem resolution and quality of care.
- Interview and screen referrals to determine appropriateness of prospective participants for agency services, including home visits as required
- Record, sign & date daily documentation of all services provided
- Record and sign, quarterly progress notes within participant's health record
- Provide counseling and support groups to participants, families and community-at-large
- Provide initial and ongoing assessments for development of participant individual Care Plans
- Integration of participant care per Title 22 standards and protocols
- Serve as a liaison between participant, agency and other community agencies serving the participant in an effort to coordinate services and meet participant needs
- Provide discharge planning for participants
- Work in cooperation with Health Care Staff, Activities Staff and Consultants to ensure that the therapeutic continuum of care is implemented effectively
- Participate in monthly Multidisciplinary Team meetings, weekly team meetings, semi-monthly staff meetings and serve on various job-related committees
 - Integrate information into daily practice
- Assist in the management of the Child and Adult Care Food Program by certifying and maintaining current eligibility applications, and collecting racial/ethnic data on each participant
 - Record keeping and Reporting
- Assess and report culturally appropriate and nutritious meal options to Kitchen Coordinator

Minimum Requirements:

- Bachelor's degree in the social sciences or related fields and at least one year experience working with at risk frail older adults and/or persons with disabilities
- Knowledge of processes and issues surrounding aging
- Knowledge of mental health and health care issues specific to elderly
- Knowledge of individual and group counseling practices
- Ability to conduct intake and assessment interviews
- Ability to work with a diverse multi-disciplinary team and diverse participant population
- Current Medical/Health screening including TB clearance
- First Aid and CPR (within 6 months of hire)
- Possess and maintain valid California's Driver's License, proof of automobile insurance and willingness to use personal automobile for work-related tasks
- Demonstrated verbal and written communication skills
- Fluent in Farsi preferred

Employees must be able to: Be creative and flexible, problem solve, organize and complete tasks in a timely manner, follow directions of supervisor, take initiative, work effectively with other staff members and volunteers, interact appropriately with family members, caregivers and the general public

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 lbs.
- Must be able to assist participants up to 200 lbs 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

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.

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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.

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