POSITION DESCRIPTION

Position Title: Floor Supervisor
Reports to: Program Operation Manager

General summary:
The Floor Supervisor provides support to direct care staff and management. This position is responsible for monitoring and enforcing safety rules and directions given to direct care staff by management. This position acts as a liaison with nursing, activity, and transportation departments for the purpose of participant care management and coordinating staff assignments.

Essential Job Functions:
- Demonstrate understanding of physiological, psychosocial, and developmental aspects of care for the adult (18-65 yrs. old), and the geriatric patient (>65 yrs. old) populations.
- Provide culturally appropriate activities and educate staff in cultural traditions and behaviors.
- Demonstrate a positive attitude and conflict resolution consistently in fast paced environment.
- Collaborate with appropriate individuals in a timely manner to promote center and organizational efficiency, prompt problem resolution and quality of care.
- Work in cooperation with Health Care Staff, Activities Staff and Consultants to ensure that the therapeutic continuum of care is implemented effectively.
- Participate in weekly Interdisciplinary Team meetings, monthly staff meetings, staff trainings and serve on various job-related committees.
  - Integrate information into daily practice.
- Provide direction and assistance to direct care staff as needed.
  - Immediately address and educate staff in safety concerns as needed.
- Ensure the staff completes assigned tasks.
  - Evaluation and report issues and excellence to management.

Minimum Requirements:
- Bachelor’s degree preferred or equivalent work experience 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.
- Experience in supervising a workforce of at least 8 people.
- 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.

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.

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.

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