

EMPLOYMENT OPPORTUNITY

Position Title: Adult Day Program Manager
Division: Memory Support Services
Reports to: Vice President, Memory Support Services
Status: Part-Time, 24 hours/week, Non-Exempt
Salary: \$23/hour-\$27/hour DOE

General Summary:

The Adult Day Program Manager is a core member of the Leisure World Seal Beach Memory Support team. The Memory Support Team is an education and care coordination program for individuals living with dementia and their care partners in Leisure World Seal Beach. The goal is to improve the health and wellbeing of persons living with dementia and their care partners, as well as to decrease unnecessary medical costs. The Adult Day Program (ADP) Manager is responsible for overseeing the daily operations of the ADP, including agency compliance with licensing regulations, staff and program supervision and quality assurance.

Organization Overview:

Founded in 1982, Alzheimer's Orange County is an independent, community based 501c3 non-profit organization serving vulnerable older adults in Orange County who are experiencing cognitive decline and their family care-partners. We are looking for mission driven, compassionate and skillful employees who seek to make a difference in the lives of those with cognitive loss.

Essential Job Functions:

- Administer, implement, and coordinate the program in accordance with state regulations and the needs of the participants
- Evaluate participants' changing needs and make necessary program adjustments
- Oversee the recruitment, hiring, training, supervision and evaluation of staff and volunteers
- Work with Site Advisory Committee and Community Partners to coordinate staff recruitment and training, facility use, community outreach, public relations, and organize fund raising efforts.
- Maintain program within budget.
- Prepare reports for various committees and board meetings, funding and licensing agencies.
- Perform other related tasks as required.

Minimum Qualifications:

- BA or BS from a recognized college or university in one of the following fields: Nursing, Social Work, Psychology, Health Care, Recreation, Speech, Occupational, Physical Therapy, or Gerontology.

- Demonstrated knowledge of principles and methods of administration and management.
- Demonstrated competence in working with frail elderly and/or disabled populations.
- Knowledge of physical, social and mental health programs operating within a licensed health facility, clinic or adult day program.
- Current Medical/Health screening including TB clearance.
- First Aid and CPR Training (within 6 months of hire).
- Computer literacy.
- Demonstrated sensitivity to cultural diversity
- Demonstrated verbal and written communication skills

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 be considered for this position. Please send all documents to alzoc.hr@gmail.com.