

Champaign County Job Description

Job Title: Director of Adult Day Care

Department: Adult Day Services

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: February, 2003

POSITION PURPOSE

Directs community based programs, which provide services and support to impaired adults, residents and families of Champaign County who do not require full-time institutionalization.

NATURE AND SCOPE

The Director of Adult Day Care reports to the Nursing Home Administrator. Reporting to this position are up to 6 Adult Day Care Assistants, 1 Transportation Assistant, 1 Program Nurse and Volunteers.

The Adult Day Care provides a program of services and support to impaired adult clients and their caregivers. The Director of Adult Day Care coordinates the development, implementation, marketing and quality assurance processes of these programs. The incumbent is responsible for the recruitment, training and retention of qualified personnel to provide the services required by Adult Day Care clients. The Director of Adult Day Care interviews and assesses prospective clients to determine if their specific needs can be met by program services. The incumbent makes admission decisions based upon client assessment. This position develops, plans and coordinates client's care with Department personnel, client's families, their physicians, Illinois Department on Aging Case Managers and other agencies that provide support. The Director of Adult Day Care monitors the effectiveness of Department programs through quality assurance procedures and develops new program concepts, continuously updating content to satisfy client's ever-changing and widely diverse needs. This position also monitors program content to ensure compliance with Federal and State standards and maintains eligibility for funding through the Illinois Department on Aging and the Veteran's Administration. The Director meets with family and clients as needed to assist families and clients in coping with the care demands of clients who have debilitating conditions and illnesses. The Director facilitates and manages the finances of the Alzheimer's Support Group, which is conducted on behalf of the East Central Illinois Alzheimer's Association.

The Director of Adult Day Care maintains contact with the Department on Aging, the Veteran's Administration, the Illinois Adult Day Services Association, the East Central Illinois Alzheimer's Association, Case Managers, home health agencies, referral agencies, client's physicians, the Secretary of State's Office and client's families to exchange information on the client's condition, to coordinate care or upgrade standards. The incumbent consults and coordinates with the Nursing Home Comptroller's Office with regard to client billings; the Rehabilitation Department pertaining to client's assessment and treatment plans; the Social Service Department to exchange information on client admissions status, the Food Service Department to ensure nutritional and

dietary compliance, Beauty/Barber Shop services, Environment Services Department, and Personnel Department. Additionally, the Director operates the transportation program for the Champaign County Nursing Home and is responsible for coordinating transportation for Nursing Home residents from the Home to doctor's appointments. Additionally, the Director coordinates use of the vehicles by the Child Care and Activities staff.

The incumbent represents the Champaign County Nursing Home and the Adult Day Care program at various public agencies and committees and gives speeches to increase public awareness of Adult Day Care.

Typical problems faced by the incumbent involve the scheduling of group programs to meet the diverse needs of Adult Day Care clients. The Director must also deal with transportation scheduling problems as well: accommodating client's needs, poor weather conditions, van maintenance, etc. More complex problems faced by the incumbent are continually developing new program content and revising and updating existing programs to meet an ever-changing targeted population. The Director also strives to keep staff motivated, functioning as a team with opportunities for growth and development. The Director supports staff through periodic, actual hands on service to the clients, including toileting, driving the vans, leading recreational programming and giving baths.

The Director of Adult Day Care has authority for the hiring and specialized training of all personnel reporting to this position, authorization of budget expenditures, cancellation of transportation due to weather conditions, program admission decision, discharge decisions, and development of Department administrative policies and procedures. The incumbent confers with the Nursing Home Administrator on decisions pertaining to termination of personnel, budget amendments, grants, proposals, contract services with outside agencies and press releases.

The effectiveness of this position is measured by the quality of Adult Day Services provided to clients of Champaign County as well as longevity of enrollment of clients, annual user satisfaction surveys, compliance reviews from funding agencies, staff turnover and maintaining or exceeding State of Illinois and Veteran's Administration standards.

The minimum educational requirements necessary to effectively carry out position responsibilities include graduation from an accredited RN program or college, a Bachelor of Science Degree in social science or a directly related field; at least three years' experience in gerontology services or an accepted equivalent of education and experience; excellent management skills to facilitate administration of the Adult Day Care; ability to communicate effectively in English, both orally and in writing, and respect for the principles of client rights, confidentiality, EEO and ADA.

PRINCIPAL ACCOUNTABILITIES

Directing and supervising all aspects of the ADC program.

Determines admission eligibility of prospective clients and client discharges.

Develops and implements in-services for staff.

Supervision of all staff.

Maintains daily census levels necessary to balance monthly annual expenditures.

Evaluation of the program and staff.

Development and implementation of a marketing plan.

Community relations.