

**North Eastman Health Association Inc.***Association de Santé du Nord Est Inc.***Job Description****Adult Day Program Coordinator****POSITION SUMMARY:**

The Adult Day Program Coordinator is responsible for the functioning of the Adult Day Program while demonstrating leadership in the commitment to service excellence, continuous quality improvement and to the Mission, Values and Management Philosophy of North Eastman Health Association Inc. The Adult Day Program Coordinator Primary responsibilities relate to client programming, human resource management, fiscal management, policy development, program planning, quality management and program standards, equipment/supplies/environment management, committee participation and communication.

**REPORTS TO:**

Services to Seniors Coordinator / Specialist

**SUPERVISORY:**

The following classifications may report to the Adult Day Program Coordinator

- Adult Day Program Worker
- Volunteers

**QUALIFICATIONS:****1. Education and Experience**

- Completion of a recognized Activities/Recreation Program .
- Previous related experience is required.
- Courses related to Gerontology would be an asset.

**2. Knowledge, Skills and Abilities**

- Physical and mental health to meet work demands.
- Ability to foster and maintain positive working relationships.
- Commitment to continuing self-development and continuous quality improvement.
- Has genuine interest in health care especially of the elderly and disabled.

### POSITION DUTIES AND RESPONSIBILITIES:

Consistent with the mission and strategic plan of North Eastman Health Association inc. the Adult Day Program Coordinator is responsible for ensuring the delivery of Adult Day Programs which promote and /or maintain the client's individualized social and recreational need, abilities and interests.

### ASSESSMENT:

- Assesses client's needs in determining types of programs to be developed.
- Assesses the environment in relation to Program Standards and makes recommendation for change.

### PLANNING:

- Establishes goals for the Adult Day Program and sets priorities.
- Demonstrates a team approach in the planning, developing, implementing and evaluating of social and recreational programs.
- Ensures that individual Adult Day Programs are implemented in collaboration with the Adult Day Program Worker and Volunteers.
- Identifies ongoing staff education needs.
- Assesses for safe environment for clients to minimize risks to clients and staff.

### IMPLEMENTING:

- Coordinates the day to day planning and implementing and evaluating of programs.
- Maintains an open and active communication link to clients and families.
- Maintains and promotes a positive environment by respecting client's rights and concerns and maintaining dignity and uniqueness.
- Is a role model in the provision of Quality Care by reinforcing philosophy, mission, value statement, roles, objectives, policies and procedures to clients / families and staff.
- Conducts staff performance appraisals.
- Ensures the availability of competent and skilled staff necessary to provide and support quality care.
- Schedules staff and volunteers.
- Identifies staff performance issues and consults with the appropriate resource.
- Promotes Quality Improvement and Risk Management goals and initiatives with the program team.
- Provides leadership related to issues, trends, and programming for the Adult Day Program team.
- Participates in the accreditation process and provides leadership to the team.
- Ensures that staff/volunteers are knowledgeable regarding proper use, storage and handling of equipment and hazardous materials and remain current with regard to Long Term Care Standard Requirements.

EVALUATION:

- Develops indicators and measures outcomes to evaluate the effectiveness of the programming.
- Evaluates Adult Day Programs in relation to program standards.
- Evaluates the changing needs in programming and/or human resources and makes recommendations to the Services to Seniors Coordinator.
- Evaluates effectiveness of own communication with clients/family/visitors and team members.

PROFESSIONAL:

- Integrates the NEHA values, vision and mission into daily programming.
- Follows legislated requirements and ethical guidelines.
- Maintains confidentiality of all data and information related to clients, families, and facility.
- Demonstrates Leadership and promotes team to function in a professional manner, always encouraging client autonomy to preserve dignity and self-esteem and promote quality of life.
- Serves as a resource to staff and other health care professionals.
- Collaborates with staff to identify, plan and facilitate implementation and evaluate orientation and employee development programs.
- Maintains knowledge of new developments in program areas , accessing training opportunities both within the organization and beyond.
- Participates in committee and project work.
- Establishes and maintains effective working relationships.
- Communicates with outside agencies to ensure continuity of services.

Revised: April, 2001  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Human Resources Manager Date