



## **Day Center Manager**

### **Job Description**

Under the direction of the Director of Operations, responsible for the management of personnel and activities at the assigned center. Provides guidance and supervision to assigned personnel. Plans and directs center activities. Participates in the development of departmental goals and objectives.

Provide leadership and practical supervision over the plan of care for each participant in the center, including participation in the interdisciplinary team meetings. Develops and ensures adherence to departmental budget. Resolves program, participant and employee concerns and performs other related duties as required.

### **Job Requirements**

- Responsible for the management of personnel and activities within the PACE SEMI Center
- Oversees the training of personnel; schedules work hours and assigns job duties
- Supervises staff: including hiring, evaluation of performance, counseling, discipline, and making recommendation of termination
- Coordinates services to the frail elderly at the center
- Plans and directs center activities including making emergency arrangement for participants as needed; implementation of transportation schedules and other systems to coordinate care
- Participates in the planning, development and implementation of program goals and objectives in order to ensure adherence to quality assurance standards
- Maintains departmental policies and procedures
- Under the direction of the Director of Operations, participates in the development of departmental budget
- Directly supervises: Day Health Center, Friendship Park, Recreational Therapy Department, Dietary Department, Receptionist and other center support staff as assigned
- Other related duties as assigned

**Knowledge, skills and Abilities:**

- A Bachelor Degree is preferred
- A minimum of two years supervisory experience required
- Must have a minimum of one-year experience with a frail or elderly population.
- Knowledge of health, social and behavioral problems of the frail elderly
- Interest and ability to work in interdisciplinary team environment
- Group leadership skills

**WORKING CONDITIONS**

- Fast paced environment, requiring flexibility and ability to work under pressure.
- Possible exposure to communicable disease