



JOB POSTING

BEDFORD CENTER - PROGRAM DIRECTOR

Choice in Aging encourages internal promotions. If you are interested in this position, please apply!

The Bedford Center, a division of Choice in Aging is recruiting for a **Program Director** to manage our Adult Day Health Care (ADHC) Program in Antioch. The Bedford Center is a state licensed ADHC which serves frail elders, adults with disabilities and persons who have Alzheimer's disease and related dementia. The Director will ensure the program meets the overall needs of our participants and is in compliance with Title 22 regulations for Adult Day Health Care. The Program Director is a mentor level position and as such is expected to lead by example, complete job tasks in a timely and accurate manner, and positively promote Choice in Aging in all endeavors. In addition, the Program Director works as an integral member of the Choice in Aging's leadership and management team who work to ensure we meet our goal of providing the highest quality of services which enable frail elders and adults with disabilities to remain independent and retain their dignity while engaging in meaningful activities.

Start Date: Immediately

Hours: Monday - Friday 8:00-4:30 (40 hours per week)

Benefits: Full Benefits which include: Dental, Vision, Health, Long Term Life and Disability as well as a very generous Paid Time Off (PTO) plan.

Essential Functions of the Job:

1. Hire, supervise, train and provide ongoing in-service education to The Bedford staff and volunteers;
2. Train and supervise independent contractors, ensure paperwork is completed and contracts are updated;
3. Coordinate delivery of services by meeting with the Interdisciplinary Team (IDT), program staff, contractors and outside vendors on a regular basis;
4. Work with the Activity Coordinators to schedule maintenance therapies within the activities calendar. Maintain maintenance therapy records;
5. Review charting with staff and therapy contractors to ensure accuracy and compliance;
6. Regularly conduct ongoing evaluations of programs and formulate changes to meet participant needs and Title 22 regulations;
7. Ensure that daily billing and attendance records are completed and accurate;
8. Act as the representative for the Federal Food Program for The Bedford Center. Maintain records and monitor compliance. Order supplies and lunches;
9. Assist in monitoring medical records charts for accuracy and completeness. Review and resolve utilization findings in conjunction with involved staff and social worker;
10. Responsible for developing and meeting the budget for The Bedford Center;
11. Participate in the development and/or implementation of grants;
12. Support all management meetings, trainings and events;
13. Support and attend all and fundraising meetings and events.

Qualifications:

The Program Director must have:

One of the following backgrounds:

1. Bachelor's degree and a minimum of two years of experience in a management, supervisory, or administrative position, preferably in the field of Adult Day Health Care;
2. Master's degree and a minimum of one year of experience in a management, supervisory, or administrative position in the field of Adult Day Health Care;
3. A registered nurse with a minimum of two years experience in management, supervisory or in an administrative position in the field of Adult Day Health Care.

AND

1. Appropriate skills, knowledge, and abilities related to the health and mental, cognitive, and social needs of elders, adults with disabilities and persons who have Alzheimer's disease and related dementia;
2. Knowledge of the physical, mental and social needs of the elderly;
3. The director shall be knowledgeable of physical, social and mental health programs operating within a licensed health facility or clinic;
4. Must have reliable personal transportation, California Driver's License, automobile insurance and clean DMV record. Fingerprint clearance required.

Application :

Drop off or Email resume and cover letter to kgreer@choiceinaging.org

Attn: Bedford Center Program Director.

Fax: (925) 682-6375, Attn: Director of Human Resources

See www.choiceinaging.org for information about The Bedford Center for Adult Day Health Care. For more information on Adult Day Health Care, see www.adultdaycc.org.

The Bedford Center is a program of Choice in Aging
Choice in Aging is an Equal Opportunity Employer