



**Mt. Diablo Center
for Adult Day Health Care**
Invites Applications for the position of
Program Director
for our Alzheimer's Day Care Resource Center and
Adult Day Health Care Programs

The Position:

The Program Director develops and oversees Mt. Diablo Center's program content in accordance with the needs of participants, their families, Community Based Adult Services requirements and Title 22 ADHC regulations. Some of the functions include:

1. Conduct ongoing evaluation of the program and formulate adjustments to the Mt. Diablo Center program to meet participant needs and program regulations.
2. Responsible for scheduling and coordinating MDC's person centered care programs and employees.
3. Coordinate all team members of the program in the delivery of services. (Social Workers, Physical and Occupational Therapists, Dietitian, RN's, Program Supervisors and staff).
4. Meet regularly with staff to discuss current program and participant issues.
5. Hire, supervise, train and complete performance evaluations of those employees and volunteers under her/his supervision.
6. Assist with activity program planning when necessary; work with Activity Coordinator to coordinate maintenance therapies within the activities calendar; help with activities and special events.
7. Responsible for ensuring the nursing department is in compliance with state agencies reporting requirements (i.e. reporting of emergencies, participant incidents etc.).
8. Ensure all mandatory in service staff trainings are scheduled, coordinated and provided on a timely and consistent basis.
9. Responsible for developing and monitoring the budget for MDC in conjunction with the Controller.
10. Update and maintain policies and procedures as they pertain to our Adult Day Health Care programs. Be familiar with the disaster plan, review annually and ensure all employees know their specific responsibilities.
11. Participate in the development, implementation and reporting of grants
12. Maintain the maintenance therapy records for all participants to ensure regulations are met.
13. Review charting with staff and therapy contractors to ensure accuracy and compliance.
14. Assist in monitoring medical record / charts for accuracy and completeness; review and resolve utilization findings.
15. Responsible for contract therapists, paperwork and yearly update of all contract services.
16. Act as the representative for the Federal Food Program and monitor the food services contract.
17. Attend Management Meetings and company events.
18. Support all Choice in Aging fundraising and special events.

Minimum Qualifications:

A Program Director is a person with the following:

1. A person with a bachelor's degree and a minimum of two years of experience in a management, supervisory, or administrative position.
2. A person with a master's degree and a minimum of one year of experience in a management, supervisory, or administrative position.
3. A registered nurse with a minimum of two years experience in management, supervisory or administrative position.
4. Appropriate skills, knowledge, and abilities related to the health and mental, cognitive, and social needs of the participant group being served by the adult day health care center.
5. Knowledge of the physical, mental and social needs of the elderly.
6. The director shall be knowledgeable of physical, social and mental health programs operating within a licensed health facility or clinic.

Job Type: Full-time (8:00 AM- 5:00 PM 40hrs/week -Exempt)

Monday-Friday (Closed on all major holidays)

Salary: \$61,000-65,000.00

*Application: Email resume and cover letter to: employment@choiceinaging.org Fax resume: 925-849-1784 Subject Line: *Title of Open Position* Note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls please. Visit www.choiceinaging.org to learn more about Choice in Aging. Choice in Aging is an Equal Opportunity Employer.*