**Full Job Description - Adult Day Services Director**

At the **Jewish Association on Aging** we look beyond experience and skills, we look for people who are kind and compassionate at heart. If you are a committed and caring person who wants to make a difference in the lives of seniors and their families then the JAA is the place for you!

[Employment Opportunities | Jewish Association on Aging (jaapgh.org)](https://www.jaapgh.org/join-our-team/careers)

**JOB SUMMARY:**Under the direction of the Senior Director of Memory Care Operations, assumes the responsibility for the day-to-day operation of the Adult Day Services Center site, including attendance, transportation, medical care, programming, emergencies, meals, etc.

**JOB DUTIES / RESPONSIBILITIES:**

* Ensures compliance with all regulations governing adult day services, and oversees licensing inspections.
* Ensures implementation of all JAA and Anathan Club policies and procedures.
* Prepares center-specific budgets and ensures program functioning within fiscal constraints.
* Recruits, hires, orients, terminates, and provides ongoing in-service training of all site-specific staff. Assures that site-specific volunteers and interns receive necessary orientation to specific tasks, as well as ongoing supervision and support.
* Performs monthly/yearly administrative tasks, including: statistics, correspondence, program participant records, special events/occasions, staff in-services.
* Ensures that comprehensive intake and assessment procedures are in place. Maintains attendance at required levels. Supervises the development of individualized care plans.
* In conjunction with nurse, serves as contact person for family caregivers regarding identified needs.
* Assumes responsibility for ordering, inventory, and maintenance of supplies, equipment, and physical plant. Oversees petty cash disbursement and the timely completion of forms for payment of site-specific bills.
* Initiates contacts and promotes mutually productive working relationships with referral sources, community agencies, and others. Works closely and cooperatively with fellow JAA colleagues, staff of other partners, and contract agencies such as AC/AAA, ACCESS and others.
* Oversees care for program participants in all aspects of personal care. This includes toileting, feeding, ambulation, range of motion, and others.
* Attends and/or facilitates staff meetings, workshops, and training sessions as assigned.

**Required Education, Training, and Experience**

* Bachelor’s degree in social work, psychology, gerontology, or related field. Minimum of five (5) years of relevant employment experience may be substituted for educational experience.
* Experience in an administrative/supervisory capacity.
* Experience working with older adults.

**Required Skills and Abilities**

* Excellent organizational, administrative, communication, and interpersonal skills.
* Understanding of Jewish values and culture.
* Job requires frequent walking, lifting, and bending. Must be able to lift 25 pounds or more.
* Physically able to complete paperwork, attend meetings, etc.
* Dependable, enthusiastic, and out-going.
* Must have excellent computer skills.

EOE  
Covid vaccinations required. Exceptions only as required by law.

Job Type: Full-time

Benefits:

* Dental insurance
* Health insurance
* Paid time off
* Vision insurance

Schedule:

* Monday to Friday

COVID-19 considerations:  
masks, daily temperature screenings, covid tests

Education:

* Bachelor's (Required)

Experience:

* Supervising: 2 years (Required)
* Adult Day Programming: 1 year (Required)

Work Location: One location

To apply click below:

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