



JOB POSTING NOTICE

OPEN TO THE GENERAL PUBLIC

(Open until Filled)

Supportive Day Care Program Coordinator (Part Time)
(Hours: 8:30 – 3:30, Wed., Thur., and Fri.)

Summary: The SDCP Coordinator manages the day-to-day operations of the Program and creates a safe and stimulating program using initiative and a working knowledge of the elder service programs and resources. The SDC Coordinator manages the Program within those policies set by the Council on Aging under the supervision of the Senior Center Director, while planning, developing and implementing programs to serve the community's elders.

Qualifications:

- Registered Nurse/Licensed Practical Nurse.
- Previous experience with geriatric populations.
- Previous experience in a Supportive Day Care or Adult Day Health setting preferred.
- Excellent written and oral communication skills.
- Computer literate and able to operate standard equipment at the Senior Center.
- Work cooperatively with staff and volunteers, safeguard confidential information, be pleasant, honest, detail oriented, and demonstrate good phone skills.
- Candidate must have a positive CORI check outcome.
- Current drivers license with good driving record.
- CPR/AED certificate, negative TB test, and knowledge of First Aid.

Please forward an application or resume and cover letter to: Human Resources,
355 East Central Street, Franklin, MA 02038 or by email
apply@franklin.ma.us.

EEO

September 22, 2010

FRANKLIN SUPPORTIVE DAY CARE PROGRAM

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Summary:

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Duties and Responsibilities:

Responsible for direct contact with program participants including:

- Performing client assessments to determine if a client is appropriate for the program and providing program information to clients and their caregivers.
- Setting up Program space and implementation of programming using judgment, discretion, and sensitivity to each client's interests and abilities while maintaining close contact, encouraging and monitoring participation.
- Facilitate each transition into the Supportive Day Program by frequent communication with the client and caregiver.
- Serve as liaison or advocate between clients and community agencies or others; assisting in the provision of social services when needed.
- Acquainting potential or new participants and caregivers with the Programs services and activities.
- Coordination of Client transportation on an ongoing basis.
- Recruitment, training, scheduling, evaluation and supervision of staff and volunteers with the approval of the Senior Center Director; volunteer and staff motivation and organization.
- Maintaining and updating client files, care plans and other written reports including a record of participant's attendance, progress, and pertinent medical and social information.
- Generate bills to families, caregivers, or other agencies for reimbursement.
- Providing outreach to inform individuals in the community, appropriate agencies and organizations about the Program and other offerings available through the Senior Center.
- Preparing publicity materials as directed and a monthly calendar for clients and caregivers.
- Participating in the preparation of the Program budget and working to secure supplemental funding when indicated.
- Participating in staff meetings by listening, sharing ideas, concerns and suggestions, and relaying non-routine complaints and problems to Senior Center Director for resolution.
- Performing other related work as required or as the situation dictates.

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- Previous experience with geriatric populations.
- Excellent written and oral communication skills.
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- Current drivers license with good driving record.
- CPR/AED certificate, negative TB test, and knowledge of First Aide.