Summary/objective

Responsible for the daily operations of designated center

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Positively represent DLC to the community
- Maintain a working knowledge of and compliance to requirements of Oklahoma State Department of Health Adult Day Care Act, DDSD, Advantage, DHS, VA, CACFP, etc.
- Plan staff orientation, in-services, team building and center needs
- Display excellent leadership skills
- Knowledge of and adherence to DLC Policies and Procedures
- Monitor programs to ensure effectiveness and quality of care
- Research and identify ways to expand and improve program
- Promote nursing care measures
- Maintain medical file on each assigned participant and communicates with the primary care physicians as required
- Develop and implement a plan of care with consultation from appropriate members of the health care team and the Director of Development and Social Services
- Perform assessments and intakes of all prospective participants being mindful of needs and center's ability to meet those needs
- Motivate and encourage all staff and participants to engage in activities and socialization

Required education and experience

- Prior supervisory experience in business, community health setting with geriatric patients, or equivalent
- Strong assessment and documentation skills
- Understanding of basic employment laws
- Excellent leadership, communication, and organizational skills
- Strong interpersonal skills with the ability to establish rapport with managers, staff, medical referral entities, participants, and their families
- Intermediate knowledge of Microsoft Office Suite, with emphasis on Word and Excel; willingness to learn new programs that will enhance services provided

Preferred education and experience

- Successful completion of a Licensed Practical Nurse program approved by the State Board of nursing and a current license to practice professional nursing in Oklahoma.

Additional eligibility requirements

- Current CPR and First Aid certification
- Ability to attain Adult Day Care Administrators' License within ninety (90) days of hire
- Ability to maintain Food Handler's certification
- Lifts, carries, and pushes equipment, or supplies exceeding 25lbs.