

## **ALZHEIMER'S ASSOCIATION- *Greater Michigan Chapter***

### **Position Description**

POSITION TITLE: Program Supervisor

DEPARTMENT: Program Services- Respite

STATUS: Full-Time

BENEFITS: Health, Dental, 401(k), LTD, Life Insurance, Generous Time-Off Package

#### **GENERAL DESCRIPTION:**

The Program Supervisor is responsible for assisting the Respite Services Manager with the overall operations of the Adult Day Program and supervision of Program Assistants. This position reports to the Respite Services Manager.

#### **MINIMUM REQUIREMENTS:**

Bachelor's degree in a human service field required.

Minimum one year supervisory experience

Experience in a dementia setting preferred

CPR and First Aid certified or able to obtain certification within one-month from hire date

Mature judgment, and strong organizational skills

Ability to understand the program and the goals of the Alzheimer's Association

Ability to organize, plan and implement activities.

Ability to recruit, communicate and work effectively with volunteers, family caregivers and persons with dementia.

Excellent written, verbal and electronic communication skills.

Proficiency with Microsoft Office applications, especially Word and Excel.

#### **ESSENTIAL JOB FUNCTIONS:**

Develop and facilitate activities based on the interest and ability of the participants

Engage in one-on-one interactions with participants and encourage participation in activities.

Provide limited personal care (including, but not limited to, assistance with transferring, toileting and eating) as dictated by the individual needs of the participants

Monitor all aspects of operations within the day program and provide supervision of day program staff.

Provide training and professional development resources for staff.

Ensure all required necessities/supplies are maintained for the day program by either ordering of or external shopping

Interact with family members on a regular basis

Facilitate person centered plan meetings with staff, participants and family members to ensure the development and implementation of participant care plans.

Assist with the completion of assessments and annual reassessments with day program participants.

Maintain and monitor all required client records as outlined in the agency policies and procedures, including care plans, progress notes, and case notes.

Conduct 90 day and annual evaluations for program assistants.

Conduct bi-monthly staff meetings and individual supervision meetings with program assistants.

Assist with community outreach and public relations through networking and public speaking.

Assist with the development and implementation of marketing strategies for the day programs.

Maintain and update knowledge of the individual participants' needs including: dietary requirements, medication, food allergies, assistance with ADLs, likes/dislikes, and all related information to the participant's needs

Assist the Respite Services Manager as dictated by the needs of the program

**WORKING CONDITIONS:**

Fast paced office environment

High degree of public contact and visibility.

Work may be stressful at times

Ability to work evenings and weekends

Ability to operate designated office equipment

Ability to travel as needed to perform job duties

**EQUIPMENT:**

Computer

Fax machine

Telephone

Photocopier

Audiovisual equipment

Calculator

Kitchen Equipment

**PHYSICAL AND MENTAL REQUIREMENTS:**

Ability to work effectively with participants, caregivers, staff, and volunteers to build and maintain effective teams

Ability to work effectively with external contacts to build and maintain successful teams.

Assessment skills and ability to develop individual Care Plans.

Ability to provide personal care to participants, including, but not limited to, assistance with transferring (lifting), toileting and eating.

Ability to prioritize and manage multiple priorities

Problem solving skills

Ability to communicate effectively in person, in writing and electronically to a variety of audiences.

High level of integrity, diplomacy and initiative.

EOE

Resume:

Alzheimer's Association – Greater Michigan Chapter

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