** ESSE Adult Day Services**

**Position Description**

**ESSE Program Manager**

The employee must have an understanding of the goals, policies and objectives of the ESSE Centers. The employee is expected to be respectful of participants, families and other staff at all times

Under the supervision of the Program Director, plans, implements, and supervises the daily activities of the clients, staff and volunteers. The Program Manager is expected to assume responsibility for the safety and activities of the client in addition to staff-related administrative duties.

Qualifications include:

* Must exhibit a caring and compassionate attitude while articulating true concern for people.
* Possess the ability to effectively read, write and communicate in English
* Good organizational and time management skills
* Assessment skills that would distinguish a participants ability to participate and choose a different activity
* Maintains Confidentiality and ensures staff and volunteers
* Prompt and responsible in attendance
* Serves as a positive example for others in behavior and appearance.

Regulatory Compliance:

* Follow State regulations as it pertains to participant care and services
* Complete 12 hours of continuing education per year mandated by the State and staff mandated meetings
* Maintain current CPR and First Aid Certification
* Maintain food sanitation certification and trained annually in CACFP, Child and Adult Care Food Program

The Program Manager will be responsible for:

A.) Administrative Duties

* Initiating and review appropriate reports of incidents involving clients, family, staff or volunteers; Discuss with Program Nurse and Executive Director
* Preparing monthly staff schedules to ensure client/staff ratios as outlined in policy;
* Participating in staff performance reviews;
* Initiating appropriate new client records;
* Maintaining client records including progress notes, attendance records and care plans.
* Supervising staff performance as outlined in personnel policies.
* Maintaining and submits accurate, signed payroll cards to the Business Manager.
* Assisting in marketing ESSE to community groups, businesses, and religious organizations.
* Arranging for /presenting staff in-service education program as directed.

B.) Program Planning

* Coordinating volunteer programming.
* Decorating the center appropriate for various occasions in a creative manner. Celebrates participant and employee birthdays routinely.
* Initiates planning and implementing activities, in the context of the clients’ abilities and interests utilizing activity calendar.
* Ensures a clean, safe environment for staff and clients
* Ensuring staff understanding of and compliance with safety and emergency procedure
* Ensuring that all staff and volunteers maintain client confidentiality;
* communicates with families regarding changes in client status and updates families quarterly regarding clients care-plans
* follows “Emergency Policy ” in situations of participant change health conditions

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Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised October 28, 2020