



Job Announcement

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| Position: Center Director | Department: Friendly Health Services |
| Location: Huntingtown (Calvert County) | Employment Status: Full-Time |
| FLSA: Exempt Grade: 16 | Compensation: \$55,434 - \$83,152 |
| Weeks Worked: 52 Revised: 10/29/2020 | Work Per Week: 40 + hours Monday – Friday, some evenings/weekends |
| Opening Date: October 29, 2020 | Closing Date: Until Filled |

Summary of Job Description: This position is responsible for the overall daily operation of an Adult Day Care Center to include planning, monitoring, supervising, evaluation, budgeting, customer recruitment, etc. The hired person will participate as a member of the resource development team to fundraise and write grants to supplement agency services.

Summary of Requirements: *Master's Degree.* Social Work, Public Health, Nursing, Public Administration, or a related field. Licensed Social Worker preferred (or ability to obtain a license within 12-months of employment). 2 to 5 years' experience working in a professional capacity providing services to adults in a human services/health care setting. Management/administrative experience preferred. Must always maintain confidentiality. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternatives and solutions. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions; present and defend budget concerns persuasively; and, working knowledge of budgets. Writing and grammar skills to independently draft correspondence pertaining to the operations, policies, and procedures of Friendly Health Services. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Develop and implement program policies, goals and objectives. Manage program budget. Implement CAP60 within Friendly Health Services component.

Hire and supervise appropriate staff. Recruit volunteers and student assistants and ensure supervision. Provide orientation and ongoing in-service training of staff, students and volunteers.

Develop, implement and manage the daily program. Monitor regulations, budgeting, etc.

Assist with resource development initiatives such as grant writing, fundraising, networking, marketing, public relations, etc.

Develop procedures to support the Medical Day Care program policies, job descriptions, fee schedules, and medical record system.

Screens and interviews all referrals to determine the general appropriateness of prospective participants for the full assessment process and medical day care participation.

Prepares and documents a social history on all enrolled customers.

Participates in the multi-disciplinary treatment meetings to:

- Determine the psycho-social and functional status of each customer.
- Assist in the development of a plan of care in conjunction with the personal physician's orders within 30 days of admission.
- Review and update the individual plan of care every 90 days with consultation from the participant's personal physician.

Coordinate and implement individual, group, and family counseling in conjunction with plan of care goals.

Inform enrolled customers and their families of available community resources; refer customers to agencies providing these services; and, maintain a monitoring system that facilitates services.

Write minimal quarterly notes in the participant's record and writes notes as necessary when documentable events occur.

Responsible for recruiting individuals for the program.

On-going services to include:

- Continued identification of the emotional and social needs of participants during the rendering of medical day care services.
- Maintaining linkages with community support resources for participants including relatives, friends and other care providers.
- Counseling to improve the participant's disposition to the plan of care, chronic condition and prospects for recovery or stabilization.
- Counseling in the availability and utilization of public and private community and Agency services, with referral to and coordination of these services.
- Assisting participants in obtaining those medical services which are not available through the medical day care center (such as vision care, podiatry, medical equipment, etc.) but which are available through the program.
- Individual counseling to assist participant's adaptation to the medical day care center's services and active involvement in their health care plan.
- Provide discharge planning and referral services including:
 - A discharge summary with discharge goals.
 - Recommendations for continuing care.
 - Referral to appropriate community service agencies to facilitate the participant's return to more independent living.

Develop and establish a quality assurance system for evaluating program effectiveness and the effectiveness of individual health care plans.

Educate community agencies and groups on the goals of the Medical Day Care Program, the target population, and the services provided.

Direct the coordination of transportation services.

Identify and secure funds for program operations, expansion, and continuation.

Prepare monthly programmatic and any reports required by funding sources.

Participate in and assist with internal and external monitoring reviews.

Other duties as assigned.

Licenses or Certificates:

Maryland State Social Work License, Certification in Adult CPR, First Aid, and valid Maryland Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical and TB Tine Test and/or Chest X-Ray Test at time of employment and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

| Applications Accepted by Mail and Online | |
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| <u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637 | <u>Online at:</u> www.smtccac.org |
| Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax. | |

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