

GENERATIONS DAY CARE MANAGER

GRADE: 14 - Exempt

REPORTS TO: Clinical Administrator

POSITION REQUIREMENTS:

1. The Generations Day Care Manager must work to assure compliance with established local, state, and federal mandates and guidelines.
2. The Generations Day Care Manager shall have completed and have graduated from an accredited RN program and/or completed a Bachelor's of Science in Nursing from an accredited college or university with a minimum of one year experience working with older adults or persons with disabilities and experience working with children and hold an unencumbered license. Bachelor's degree preferred.
3. The Generations Day Care Manager shall complete 24 hours of continuing education annually to maintain and develop skills. This training shall be in addition to first aid, CPR, or orientation training.
4. Compliance with any State or Federal requirements for direct patient care staff in their respective settings.
5. Valid driver's license.
6. Pass a criminal background check.
7. Medically cleared of communicable diseases and up-to-date with immunizations.
8. Travel required.

SUMMARY: **Generations** is an intergenerational program serving adults, children and caregivers. The Generations program is operated at multiple sites (children at Cedar Bluff facility only). **Generations, Generations Too, and AASC's PACE Program**, strives to provide services to not only children but also to frail older citizens who meet the criteria for nursing home eligibility, but opt to remain at home with supportive services provided through the PACE Program. All PACE participants are encouraged to attend the PACE Center and participate in individualized and planned group activities. An extension of AASC's licensed intergenerational day care program (**Generations**), the Center serves PACE participants, adult day care participants, child day care (pre-school) participants, and their caregivers. **Generations, Too**, located in Haysi, is also a licensed adult day care program and will provide some services to AllCARE for Seniors participants. **Generations, Too** is not an intergenerational program. The Generations Manager, working closely with the PACE Clinical Director, Medical Director, Pre-School Instructional Staff, and program aides will be responsible for the delivery of all day-to-day Day Care Center services, including intergenerational activities. The Generations Manager will oversee the delivery of educational instruction, social interaction and health and safety of children enrolled in the program. Generations Manager is required to serve as a member of the PACE Interdisciplinary Team and the Quality Assurance Committee. The Generations Manager will be responsible for all future Day Care sites.

DUTIES AND RESPONSIBILITIES:

1. Directs AASC's intergenerational day care services and programs, including compliance with local, state and/or federal mandates and guidelines, or other regulatory agencies; directs AASC's mentoring program; recommends policy to management and implements accordingly to assure compliance with all program requirements and regulations.
2. Directs the AllCARE for Seniors Center and all alternative PACE Day Care sites.
3. Assures completion of all program reports and submission to appropriate entity; fulfills administrative requirements such as data collection and reporting within the appropriate software systems pertaining to the day center.
4. Maintains the day center and its equipment.
5. Exhibiting complete confidentiality at all times in all matters in regard to all program participants, their families, and caregivers by observing all relevant Federal and state laws, rules and regulations and all ethical rules of conduct.
6. Assures orientation, training, and scheduling of all Generations daycare staff and volunteers.
7. Recruitment of program participants and completion of appropriate program documentation, such as assessment, child enrollment forms, etc.
8. Assists the Clinical Administrator in developing the annual program plan and the annual operating budget for *Generations*, resource development, and overseeing the expenditures of the approved budget.
9. Assisting the fiscal department in the collection of any outstanding fees incurred by participants, outside funding sources, grants, etc.
10. Providing direct participant care, as required i.e. medication administration, personal care, and assistance with meals and snacks.
11. Developing individual participant's plan of care and interdisciplinary planning (PACE) as required; overseeing the development and implementation of the child day care curriculum.
12. Reporting any suspected abuse, neglect or exploitation to the appropriate Department of Social Services.
13. Serves as a member of the AASC Management Team, agency's eligibility committee, PACE Interdisciplinary Team, Quality Assurance Committee and other appropriate committees as assigned
14. Oversees the coordination of caregiver support group meetings
15. Directs the coordination of intergenerational activities (examples: training, outings, socialization activities, etc.)
16. Orients prospective participants and arranges center tours for the various program participants and caregivers.
17. Participates in the PACE appeal process when warranted.
18. Perform other duties as directed by Clinical Administrator and/or Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

1. The Generations Day Care Manager shall demonstrate knowledge, skills and abilities in administration and management. Particular areas of knowledge include (i) knowledge and understanding of the aging process, working with multiple age groups, and ability to work with individuals who may have disabling or declining health conditions, (ii) supervisory and interpersonal skills, (iii) ability to plan and implement multi-program services, and (iv) knowledge of financial management sufficient to ensure program continuity.
2. The Generations Manager shall demonstrate knowledge of supervisory and motivational techniques sufficient to: (i) accomplish day-to-day work, (ii) train, support, and develop staff.
3. The Generations Manager shall demonstrate knowledge of the resources and facilities used in the delivery of services to the community.
4. The Generations Manager shall demonstrate interpersonal skills and written and oral communication skills necessary to interact with community health care professionals, employees, participants and families; human relation qualities including the ability to present a positive, caring image.
5. The Generations Manager shall demonstrate good problem solving skills.
6. The Generations Manager shall demonstrate the ability to formulate, develop, implement and evaluate individualized adult day plans of care; demonstrate the ability to develop and implement appropriate child day care curriculum.
7. The Generations Manager shall demonstrate the knowledge of motivational techniques sufficient to accomplish day-to-day work and to engage PACE participants, adult day care participants, and children in learning, socialization, and recreational activities.
8. The Generations Manager shall demonstrate skills in observing, recording and reporting participant behaviors.
9. The Generations Manager will work closely with the PACE clinical director and medical director to develop and implement policies concerning PACE participants in the center.
10. The Generations Manager shall demonstrate and have knowledge of HIPAA and business confidentiality.
11. The Generations Manager shall be able to walk and /or stand most of the day; to work in strained positions; to lift, carry or handle light weight materials (1 – 25 pounds or client equivalent pounds) half of the day, medium weight materials (26 – 60 pounds or client equivalent pounds) frequently, heavy weight materials (over 60 pounds or client equivalent pounds) occasionally; intermittent sustained muscular exertion.
12. The Generations Manager shall be able to travel locally and overnight on a limited basis.

REVIEWED AND ACCEPTED:

I have reviewed and fully understand the job description of Generations Day Care Manager as presented above.

Employee Signature/Date