



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following positions:

Full-time **Adult Day Services Manager** in Escanaba. Hours are 8:00 a.m. – 4:00 p.m., Monday through Friday.

A Bachelor's degree in nursing, social work or related field; or an Associate degree in human services or related field and three years of experience in human services, serving the elderly or nursing home care, including working with people with dementia and/or physical health issues, required.

The ideal candidate will have a minimum of one year of experience as a supervisor, experience in implementation of programming, will be proficient in Microsoft office and able to learn other database systems and possess excellent writing and speaking skills. Must have a valid driver's license and a vehicle that will be used on the job.

Entry wage is negotiable.

Benefits include paid vacation, personal and sick time; health, dental and life insurances; 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to the Senior Services Program, Attention: Kristie Stenlund, 507 1st Ave N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.



Job Title: Adult Day Services Manager
Revised: May 2022
Reports To: Senior Services Director

Location: Escanaba
Program: Senior Services
Classification: Exempt, Salary

POSITION OVERVIEW

Manages day-to-day operation of the Adult Day Services program. Must comply with policies and procedures of the M-D-S Community Action Agency/Human Resources Authority, Inc., and their funding sources.

REQUIREMENTS

- Bachelor's degree in nursing or social work, or related degree; or Associate Degree in human service or related field and three years of experience in human services, serving the elderly, nursing home care, including working with people with dementia and/or physical health issues.
- Minimum one year experience as a supervisor.
- Experience in implementation of programming.
- Proficient with Microsoft Office and able to learn other data base systems.
- Must have valid driver's license and vehicle that will be used on the job.
- Excellent writing and speaking skills.
- Must be able to work well with others.
- Submit to criminal background check.
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JOB ESSENTIALS

- Supervise aides and volunteers ensuring care plans are followed and dependable, high quality services are performed.
- Develop, implement, conduct client intake assessment, care plan and monthly adjustments for ADC participants. Maintain appropriate daily records.
- Lead ADC staff meetings a minimum of once every other month.
- Conduct annual staff evaluations using forms provided by administrative office to ensure proper procedures are being followed.
- Work with senior services administrative staff prior to initiating any disciplinary actions with employees to ensure compliance with agency policies and procedures.
- Overseeing scheduling, billing, client files.
- Coordinate with assessors for assessment/reassessment of ADC clients
- Be available for after business hours calls.
- Orientation of staff on program and agency policies and procedures. Ensure that each aide is trained and knowledgeable of jobs assigned to them prior to their first client contact.
- Train new employees for the position which they were hired, stressing confidentiality policies.
- Provide aides with up-to-date information regarding client care, changes in work orders and schedules.
- Review assessment and care plan with program director to determine funding source and for final approval prior to services being started. Provide client/family with copy of care plan, work order, schedule, and either suggested donation schedule, cost sharing form, or private pay agreement.
- Inform client/family of other services available through CAA or other organizations.
- Review client satisfaction form with client/family. Address client/family concerns.

- Ensure client files contain an assessment, care plan, latest reassessment, client satisfaction forms, contacts, with family members or caregivers regarding client status, med sheets, and any other information pertaining to provision of services for client.
- Prepare and submit monthly service report.
- In conjunction with program director, monitor grant unit expenditures, ensuring units are utilized according to grant requirements and units are spent out at the end of the fiscal year.
- Submit a biweekly schedule to supervisor, indicating when and why you will be out of the office.
- Attend all trainings and meetings as required by senior services director.

ADA Physical Activities Checklist

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- **Hearing:** Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive Motion:** Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

The worker will be subject to the following conditions

- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION BY ADMINISTRATION.