



The Jewish Community Center has a full time opening for an **Assistant Director** to join our Adult Day Center team. This position is eligible for our full time employees' benefit package which includes: medical and dental insurance, health savings and dependent care flexible spending accounts, life, ad&d, and long term disability insurances, 403b, pension, paid vacation, sick time and holiday time, elective voluntary insurances, and complimentary membership and program discounts. Our Adult Day Center is open Monday- Friday, 7:30am to 6:00pm and is located at our Creve Coeur campus.

Summary:

The Assistant Director is responsible for overseeing the daily program operations and case management services for the Adult Day Center at the J. Overall responsibilities include: complete involvement in the admission process for new participants, providing resources and supportive services to participants/families, marketing to the community and referral sources, facilitating support groups, coordination and development of individualized Care Plans, and assisting in the overall daily operations of the program.

Responsibilities:

- In the Director's absence, fulfill the position of "acting director" providing direction and ensuring smooth operation for the day.
- Implement the admission process, which includes but is not limited to: responding in a timely manner to all inquiries about the ADC program; providing information and screening over the telephone; coordinating and conducting tours; coordinating admission process with the Director, Nurse, and Activity Director; and completion of all admission and discharge paperwork.
- Assess participant and family psychosocial needs and provide limited counseling and referrals to the appropriate community resource.
- Coordinate the multidisciplinary Care Plan process and facilitate weekly meetings. Provide follow up to families.
- Chart monthly progress notes for assigned participants following Care Plan goals.
- Scheduling flexibility to attend occasional evening and weekend events to support the program and to accommodate family needs.
- Coordinate and facilitate monthly support groups and other groups as developed.
- Assist with marketing efforts to increase program enrollment, including visits with referral agencies/referral sources, attendance at health fairs/community resource fairs, community presentations, and involvement with various professional groups.
- Oversee the smooth and efficient running of the transportation system. This includes: create and maintain efficient routes, train and provide day to day instruction to drivers on their routes and passengers, communicate with families on attendance and transportation, maintain accurate records of daily and weekly schedule changes, maintain accurate records on the daily, weekly and monthly bus usage statistics, maintain updates on a weekly basis for bus transportation and attendance. Report yearly on vehicle usage to Missouri Department of Transportation.
- Hire, train and supervise team of Drivers.

- Together with the department Director, interview and assess candidates for other departmental positions.
- Conduct program evaluations.
- Attend staff meetings, committee meetings, training sessions and assist with agency events and programs as requested.
- Provide backup coverage in program as needed.
- Adhere to Social Work Code of Ethics, HIPPA and confidentiality guidelines at all times.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Social Work or other human services field required; Master's Degree preferred.
- Previous supervisory experience required.
- 2+ years of experience working with geriatric populations, ID/DD populations and/or people with various cognitive impairments required.
- Working knowledge of medical conditions and diagnoses common among elderly and disabled populations is a plus.
- Familiarity with DMH/Medicaid/VA service guidelines and HIPPA/Confidentiality guidelines preferred.
- Must have excellent communication skills, both written and oral.
- Must be comfortable with public speaking and able to conduct presentations in both community and professional settings.
- Must have advanced computer skills (Database systems and Microsoft Office Suite: Outlook, Excel, Word, PowerPoint, Access).
- Must have a teamwork mentality and excellent interpersonal skills.
- Adheres to Social Work Code of Ethics.
- Physical ability to lift up to 40 pounds, transfer participants (on occasion up to 250 pounds) and assist participants with mobility.
- Must have the visual acuity to monitor participants and focus near and far.

Per our licensure, Adult Day Center employees are required to become registered with the MO Family Care Safety Registry. Active registration must be maintained for continued employment at our center. American Red Cross CPR/First Aid certification, TB testing, and Hepatitis A vaccine are required in this role per licensure. The J provides training/re-certification, testing, and vaccine if employee does not already have.

Position is subject to a pre-employment background check and physical (includes drug test).

For more information about the J, please see our website: www.jcctl.org

To apply for this position please submit your resume, cover letter, and completed J application to careers@jcctl.org. The J application is available for printing on the employment section of our website. Note that this is not an online form. Please indicate the title of the position you are applying for in the subject line of your email.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.