



## **JOB DESCRIPTION**

### **Project Coordinator--Alzheimer's Day Care Resource Center**

**SteppingStone Adult Day Health** is San Francisco's largest provider of adult day health care (ADHC). Licensed by the State Department of Public Health and certified as a Medi-Cal provider with the California Department of Aging, the organization has worked tirelessly since 1983 to help seniors and disabled adults thrive and maintain their health and independence.

Each of the organization's four centers provides an array of services, including nursing and personal care; medical social work services; meals and nutritional services; medication management; physical, occupational, and speech therapies; and social and recreational activities; as well as round trip transportation via wheelchair accessible vans. Presently, SteppingStone serves over 350 ethnically diverse seniors and adults with disabilities each month.

In 2021, with the support of the San Francisco Department of Disability and Aging Services (DAS), SteppingStone is launching an Alzheimer's Day Care Resource Center. This will be an integral element of the agency's work, providing great benefit to the people we serve. It will be located at the agency's Mission Creek Center and operate concurrently with the adult day health care program at that Center.

#### **JOB SUMMARY:**

The ADCRC Project Coordinator will lead the Resource Center, manage staff and volunteers and provide necessary reporting. In addition to managing the program, the Project Coordinator will be the lead staff for the training, counseling and public education elements of the ADCRC. The Project Coordinator will report directly to the Director of Services and Outreach and indirectly to the Executive Director. The position will also coordinate and be supported by the Mission Creek Center Program Director.

#### **JOB DUTIES AND RESPONSIBILITIES:**

1. Lead the design and implementation of the ADCRC program in collaboration with other staff.
2. Supervise all ADCRC staff and volunteers including ensuring they are properly trained.
3. Lead the ADCRC activities specific to:
  - Counseling and support for caregivers of people with dementia
  - Training for caregivers and professionals on caring for people with dementia
  - Public education programs and materials providing information on dementia
4. Participate in ADCRC in-take process with other SteppingStone staff.
5. Serve as the primary contact for communication and coordination with other SteppingStone activities, particularly at Mission Creek Center.
6. Responsible for the gathering and maintenance of all program data and reporting to ensure compliance with DAS reporting requirements.
7. Serve as a principle point of contact with the Department of Disability and Aging Services (DAS) along with the agency's Executive Director and the Director of Services and Outreach.
8. Participates in daily care shifts, working directly with clients, other staff and volunteers.
9. Other duties as assigned

**JOB QUALIFICATIONS:**

1. Bachelor's Degree in social work required. Master's degree in Social Work, Gerontology, or equivalent preferred.
2. Minimum of 2 to 5 years of increasingly responsible and relevant work experience with older adults and adults with disability.
3. Experience in supervising staff and program development.
4. Knowledgeable of physical, mental, and social needs of seniors and individuals with disabilities, including dementia.
5. Ability to speak communicate in two or more languages preferred.
6. Familiarity with senior care settings such as adult day care, adult day health care, preferred.
7. Excellent inter-personal and project management skills.
8. Excellent oral and written communication skills.
9. Sensitive to and knowledgeable of the experiences and needs of seniors and adults with disabilities.

**Required Trainings:**

This position is required to attend the following trainings:

- Training in caring for people with dementia. (EssentiALZ Certification or equivalent).
- Training for professionals caring for people with dementia organized by the ADCRC Center itself.
- Other trainings including cultural humility, caring for people who have experienced trauma and HIPPA regulations and procedures.

**Working Environment:**

Must be able to safely perform all physical and manual movements needed for job functions. Must be able to carry out job instructions promptly and willingly, and to follow established procedures accurately. And, must be flexible, positive and cooperative in solving problems and working with other staff in constantly changing and sometimes stressful circumstances.

**Physical Demands:**

- Frequent standing and walking, bend/stoop, squat, reach above the shoulders, twist and turn, kneel, and push/pull.
- Frequently be required to lift/pull/push/move up to 25 pounds.
- Must utilize conversational speech for effective verbal communication.
- Must be able to hear equipment alarms, overhead pages, and direct verbal communication.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



A letter of interest and resume may be sent to LeeAnn Barone, Human Resource Manager, at [leeannbarone@steppingstonehealth.org](mailto:leeannbarone@steppingstonehealth.org).

SteppingStone is dedicated to providing equal employment opportunity for all employees and applicants on the basis of merit without regard to race, color, religion, sex, age, marital status, gender identity or gender expression, sexual orientation, national origin, ancestry, physical or mental disability, AIDS/HIV status, medical condition (cancer and genetic), pregnancy, military or veteran status, or any other classification protected by applicable anti-discrimination laws