



**SteppingStone Adult Day Health** is San Francisco's largest provider of adult day health care. Licensed by the State Department of Public Health and certified as a MediCal provider with the California Department of Aging, the organization has worked tirelessly since 1983 to help seniors and disabled adults thrive and overcome the obstacles to independent living by providing a cost-effective, stimulating, and comprehensive set of health and social services that are all available under one roof.

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 300 ethnically diverse seniors and adults with disabilities each month.

## **JOB DESCRIPTION – PROGRAM DIRECTOR**

### **Job Summary:**

Under the supervision of the Director of Services and Outreach, the Program Director will supervise overall programming and develop and maintain a structured Adult Day Health Care program. The Program Director will be the liaison between the Director of Services and Outreach and the Adult Day Program. The Program Director will be responsible for personnel, administration and program operations. The Program Director may be designated as an Acting Administrator in the Director of Services and Outreach or Executive Director's absence. The Program Director is a member of the multi-disciplinary team that reports to the Director of Services and Outreach.

### **Duties and Responsibilities:**

#### **A. Personnel**

- Provide consistent supervision to all staff
- Recruit and hire staff under the direction of the Director of Services and Outreach
- Ensure orientation and training for newly hired staff
- Oversee and complete annual evaluations of staff, and evaluations at the end of the introductory period for new employees
- Ensure staff meet with Human Resources and are provided the Employee Handbook and ensures that staff have and understanding of policies
- Monitor contracts of consultants and supervises compliance with participant's plan of care
- Terminate staff (with approval from the Administrator/Executive Director)
- Coordinate and review independent contractor performance: Monitors contract hours
- Plan staff development, including in-service and annual staff training's
- Coordinate meetings for staff and multi-disciplinary team
- Along with administrative staff, assist in developing and updating personnel manual to ensure compliance with state and local funding regulatory bodies

- Review personnel charts for compliance with Human Resources

#### B. Administration

- Shall be knowledgeable of content and format and able to produce accurate and timely end-of-month reports
- Maintain records for County and State reporting
- Complete all necessary County and State reporting requirements
- Maintain data required by funding agencies
- Develop program activities within the SteppingStone budget parameters
- Direct the accurate and timely submission of information required by MediCal and other state agencies
- Assist in developing and monitoring fiscal control systems, maintains accurate records and compiles statistical reports
- Assist in developing and updating ADHC policy manual
- Assist in updating MediCal and ADHC procedure manuals
- Monitor changes in MediCal and other state bodies requirement's and assists in adjusting SteppingStone policies
- Coordinate all MediCal requirements including accurate and timely TAR and IPC paperwork
- Monitor participant case mix, ADA, and discharge data
- Develop all paperwork and forms for services provision and tracking
- Participate in long term planning, communicates agency vision
- Perform site visits
- Set and inform caregivers of SteppingStone policies
- Coordinate UR committee and follow-up
- Monitor all incident reports and grievance proceedings
- Report center operations summary to Director of Services and Outreach
- Responsible for the oversight and timely submission of time sheets to the administrative office

#### C. Program

- Function as a liaison to other community organizations
- Monitor client Intake and Screening process
- Monitor client and family condition
- Provide counseling and support to families and caregivers as needed
- Determine client fee schedule
- Ensures support groups are available
- Ensures family education and training are available
- Develop and implement new service areas and projects in concert with Director of Services and Outreach
- Ensure the coordination and implement the day-to-day operation of SteppingStone's ADCRC and ADHC programs, including transportation services are efficient and effective
- Ensure that services are adequate and appropriate, continually evaluates the participants changing needs and makes necessary program adjustments
- Monitor implementation of food program: Complies with regulations, documentation and reimbursement
- Monitor coordination of daily schedule and participant involvement and participation
- Responsible for agency safety program, listed as Safety Officer

D. Community Relations and Coordination, Outreach and Marketing

- Assist with marketing and outreach efforts
- Provide technical assistance to professionals and service providers
- Assist with communication strategies to participants, families and caregivers, and the affiliates

E. Site

- Responsible for safety and security for all sites
- Ensure maintenance and upkeep of all sites
- Ensure site has adequate equipment, medical and program supplies and related items

F. Other Duties as Assigned

**Qualifications:**

This qualified candidate must have a Bachelor's Degree in a Human Service field and be a professional in the field of Nursing, Social Work, Physical, Gerontology, Occupational, Recreational or Speech Therapy, Psychology or have equivalent experience; be knowledgeable of the physical, mental, and social needs of the elderly; be experienced in supervising staff and program development; and have a demonstrable aptitude for working with elderly. Experience in adult day support services and experience in the provision of counseling, support groups and assessments for individuals affected by dementia is preferred. The Program Director must obtain CPR and First Aid cards and keep them current, must have a valid California driver's license.

**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:**

Program Director must be able to move around the facility as well as sit at a workstation. Lifting up to 10 lbs. occurs about half the time, while up to and above 25 lbs. Occurs only occasionally.

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.

SteppingStone is requiring vaccination of its employees for COVID-19.

I have read the above and understand my duties and responsibilities as a Program Director.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_