



The Arc Gateway, Inc. Job Description

Job Title: Associate Program Manager
Department: Senior Adult Program
Reports To: Chief Operations Officer

SUMMARY The Senior Adult Manager is responsible for the administration and day-to-day operation of an adult day program for seniors with intellectual and developmental disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Protect the safety and well-being of the individuals served. Uphold and advocate for individual rights and choice.
- Develop and implement age-appropriate training and activities which assist individuals to achieve personal outcomes and goals as stated in the Individual Support Plan. Monitor client progress and satisfaction.
- Supervise program assistants and monitor implementation of curriculum to ensure meaningful activities and learning occur.
- Maintain professional, positive and collaborative relationships with all stakeholders: support team members, caregivers, families, support coordinators, and professionals from other agencies. Attend Support Plan meetings and coordinate new admissions.
- Prepare and maintain accurate, timely and legible client records (Med Waiver & CMS documentation, incident reports, MARs, etc.) in compliance with local, state and federal government regulations and The Arc Gateway administrative policies and procedures.
- Ensure that the physical environment is accessible, comfortable, clean, safe, and promotes community participation.
- Manage financial resources within budget, assist in budget preparation, adhere to all accounting procedures and monitor financial status. Monitor enrollment and explore opportunities for additional revenue.
- Serve as a liaison and resource for the community, make presentations and represent the Senior Adult Program at community outreach events.
- Prepare and submit administrative reports, timesheets, etc. as required. Keep the COO informed of issues, concerns, successes related to the program and the senior participants.

SUPERVISORY RESPONSIBILITIES Supervise direct care staff, Senior Companions and volunteers in accordance with the organization's policies, the requirements of the funding agencies, and applicable laws. Recruit, train and evaluate staff. Coordinate scheduling and work assignments for the efficient operation of the program.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from accredited college or university, preferably in human services, social work, gerontology.
- Two years' work experience in a related field with knowledge of administrative and clerical procedures, to include paper and digital file maintenance, and basic competency in Microsoft Office Word and Excel.
- Knowledge of community resources for seniors, and the ability to interact with other professionals in order to access these resources for program participants.



The Arc Gateway, Inc.

LANGUAGE SKILLS Ability to read, analyze and interpret technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from persons served, regulatory agencies, or members of the business community. Ability to write speeches and article for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and board of directors.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Must be able to pass FDLE background screening, Department of Children and Families Abuse Registry Check, local law enforcement background check, Affidavit of Good Moral Character, and drug screen. Successful completion of CPR, First Aid, Core Competencies, Zero Tolerance, HIV, and HIPAA certifications will be required.

PHYSICAL DEMANDS 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 sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing 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 may be exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in work environment is usually moderate.

Beginning Salary: \$16.00/Hour

Status: Non-Exempt

Working Hours: Requires a flexible schedule with a minimum of 40 hours per week, generally consistent with the Monday through Friday program hours.