

The Charter Township of Bloomfield, MI

Job Description

| | |
|-----------------------------|--------------------------------|
| Classification Title | Adult Day Services Coordinator |
| Job Code | |
| FLSA Status | Non-Exempt |
| Pay Grade | 108 |

Friendship Club Adult Day Service is a program for people 50+ living with dementia or similar memory impairment within the Senior Services department.

GENERAL SUMMARY

Responsible for member enrollment, caregiver communication and reporting. Develops and implements therapeutic activities, coordinates daily operations and staffing. Handles ADS administrative tasks and reports to the BTSS Director/Deputy Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervise team of ADS Program Assistants.
- Develops staff schedules and holds weekly team meetings to review upcoming activities.
- Develop and implement fail free activities for people with various ability levels.
- Create monthly activity calendars.
- Secure outside providers as budget allows.
- Work collaboratively with staff and volunteers to incorporate into programming.
- Elicit feedback from members and caregivers to enhance activities programming.
- Manage enrollment and onboarding of members.
- Maintains strong family/caregiver communications including facilitating monthly forums.
- Conducts program tours for interested parties in coordination with BTSS administrators.
- Maintain interest and wait lists; track and accomplish follow up.
- Responsible for program statistics, documentation and reports as needed.
- Manage member scheduling and invoicing in Registry software.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major course work in Social Work, Therapeutic Recreation; Activities or related field

Classification Title: Adult Day Services Coordinator

- 3 to 5 years' dementia related experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

CPR

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

Dementia specific training and/or experience

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Best practices relevant to dementia services
- Dementia and related illness and diagnoses
- Industry related safety precautions
- Program development and process improvement
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

Skill in:

- Customer service
- Independent decision making
- Microsoft Office

Ability to:

- Accurately organize and maintain paper documents and electronic files
- Communicate effectively orally and in writing
- Learn software application for scheduling and invoicing
- Meet schedules and deadlines of the work
- Establish and maintain effective working relationships
- Maintain confidentiality of information and professional boundaries
- Perform and complete multiple duties concurrently and in a timely manner
- Remain empathetic and positive while working with members and member families
- Work a flexible schedule as necessary; Schedule will include a minimum of three days; maximum average hours are 24.

Classification Title: Adult Day Services Coordinator

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

| Work Environment | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
|--|------------------------|----------------------------------|----------------------------|
| Office or similar indoor environment | | | X |
| Outdoor environment | X | | |
| Street environment (near moving traffic) | | X | |
| Construction site | X | | |
| Confined space | | | X |
| Vehicle | | X | |
| Warehouse environment | X | | |
| Shop environment | X | | |
| Exposures | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
| Individuals who are rude or irate | | X | |
| Individuals with known violent backgrounds | X | | |
| Extreme cold (<i>below 32 degrees</i>) | X | | |
| Extreme heat (<i>above 100 degrees</i>) | X | | |
| Communicable diseases | X | | |
| Moving mechanical parts | X | | |
| Fumes or airborne particles | X | | |
| Toxic or caustic chemicals or substances | X | | |
| Loud noises (<i>85+ decibels</i>) | X | | |

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.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

| | |
|-----------------------|-----------|
| Date created: | |
| Dates revised: | 11-5-2024 |

Classification Title: Adult Day Services Coordinator