

## **COORDINATOR, ADULT DAY CARE PROGRAM**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a responsible nature which involves coordinating and supervising the delivery of services in a formal non-occupant program (Day Care) designed to meet the social, physical or mental needs of people in the community whose condition, although not requiring inpatient care, does require certain and specific preventive, diagnostic, therapeutic, rehabilitative or palliative services. The work is performed under the general supervision of a higher level administrator, and supervision is exercised over a number of professional and technical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates all services delivered to Day Care program clients;  
Represents the program in the community to promote understanding and acceptance and maintains close liaison with referral agencies such as home health and social services agencies, clinics, hospital outpatient departments, etc.;  
Coordinates admission data received for each potential client and evaluates same for eligibility for entrance into the program;  
Ensures compliance with New York State laws and regulations by monitoring delivery of services, reviewing reports, and keeping abreast of changes in such regulations;  
Ensures that care plans suitable to each client's needs are developed and implemented by review of the plans and subsequent attendance, participation and program reports;  
Develops and implements written policies and procedures for the program;  
Establishes and maintains close liaison and coordination with other unit heads (i.e. Medical Services, Nursing, Food Services, Social Services, Rehabilitation, etc.) who give professional consultive advice as required;  
Supervises, trains and evaluates staff;  
Resolves staffing, scheduling and program problems and writes appropriate reports;  
Prepares the annual budget for the Adult Day Care Program;  
Reviews and evaluates all Registrant Assessment Instruments (RAI) in order to ensure the appropriateness of the program for prospective clients;  
Attends and participates in community and professional meetings and seminars;  
May mediate and resolve clients' problems, especially those that involve clients' families or staff.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theory and practice of a day care program for disabled and handicapped adults; good knowledge or supervisory and training techniques; working knowledge of organizational and administrative practices and procedures in the adult day care field; ability to establish and maintain effective liaison with other professional disciplines (medicine, physical and occupational therapy, social services, etc.); ability to present and promote program purposes and goals effectively both orally and in writing; ability to write clear and accurate reports.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Nursing and three (3) years of professional nursing experience, at least one (1) year of which must have been at a supervisory level and at least one (1) year of which must have been in a long-term care setting (e.g. nursing home), acute care hospital and/or day treatment program for physically or mentally ill patients and possession of a license to practice as a registered professional nurse issued by the New York State Department of Education.
2. A Master's degree in Social Work and three (3) years of professional (i.e. post-master's) social work experience, at least one (1) year of which must have been at a supervisory level and one (1) year of which must have been in an adult day health or continuing day treatment program for the physically or mentally ill and Possession of a Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education.

**SPECIAL REQUIREMENT:** Must maintain applicable license and current registration throughout the duration of employment in this title.

**NOTES:**

1. Additional years of professional nursing experience at a supervisory level may be substituted for college on a year-for-year basis.
2. The supervisory and specialized experience may have been gained concurrently.