

**JOB OPPORTUNITY #1030**  
**To be Posted on Friday, March 15, 2019 until filled**

*Position:* **Assistant Adult Day Service Coordinator**  
*Department:* Aging  
*Compensation:* \$14.25/Hr. Full Benefits Package  
*Pay Grade:* 6

*Definition:* Under general supervision of Adult Day Service Coordinator, assists in planning and coordinating the day-to-day activities of the Adult Day Service Program; Assists in providing direct services to clients with Alzheimer's Disease, or other forms of dementia, and their caregivers; Assists with training, supervising and scheduling the Adult Day Service aides and volunteers; Performs related duties as required.

*Typical Examples of Duties & Percentage of Time:*

50 - 60% Assists the Adult Day Service Coordinator with Coordinating the day-to-day operations of the Adult Day Service Program in a safe environment with continuous supervision; Assists in Planning, developing, scheduling, implementing, and supervising activities for senior citizens with Alzheimer's Disease/Dementia to meet their physical, cognitive, community, health & wellness, creative, educational, travel and social needs; Registers senior citizens with agency and refers them to appropriate programs; Assists in preparing a monthly schedule/calendar that provides balanced programming and opportunities for varied activities; Communicates with Public Information staff to ensure that the Adult Day Service Program is advertised and promoted in the community; Monitors implementation and operation of program in absence of Adult Day Service Coordinator; Evaluates and adjusts programs to meet client needs; Resolves issues or problems with assistance from the Adult Day Service Coordinator; Acts as a liaison between the agency, clients and their caregivers/family; Works with clients and their caregivers to ensure smooth transitions to other services when needed and/or requested. Follows-up with caregivers/family when clients are no longer able to come to Adult Day Services in effort to connect them with ongoing support through the department or other community resources; Provides guidance to staff in absence of Adult Day Service Coordinator.

40-50% Provides direct services to clients with Alzheimer's Disease or other forms of dementia, Supervises client ADLs; Tracks and reports supportive services, information and referral and mass outreach; Inputs SAMS and daily roster information into the SAMS database including the number of clients served, type of program accessed and services provided, Verifies all clients have been documented in the computer program (SAMS) with attention to client emergency information and levels of participation;

10-25% Assists with training, supervising and scheduling staff, including aides and volunteers; Attends workshops, in-service training and staff meetings; Assists with the maintenance of supplies and facilities.

*Knowledge, Skills and Abilities:*

Knowledge of (1) physical and psychological aspects of aging including Alzheimer's Disease and Dementia (2) personnel and management principles and practices; (3) office practice and procedures; (4) \*departmental rules and regulations; (5) rules and regulations related to client rights; (6) fiscal management techniques (7) public relations

Skill in (8) computer operations including Microsoft Office and internet (9) and other related office equipment.

Ability to (10) deal effectively with the general public, clients, staff and volunteers; (11) communicate verbally and in writing with others; (12) organize and coordinate programs and activities; (13) create news releases, promotional materials and posters; (14) maintain a variety of record

\*Developed after employment.

*Suggested Training and Experience Requirements:*

High School Diploma or G.E.D.; 2 years' experience working in human services/recreation; Or equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities of the job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must pass criminal background checks and public database checks and remain qualified.

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

Must be certified in First Aid and CPR, issued by an authorized agency.

Must be able to push, pull and lift up to 25 pounds on a regular basis.

May be required to drive county vehicle for outings

May drive personal vehicle for county business.

Is subject to inside and outside environmental conditions.

Requires moderate physical activity on a daily basis

Requires vision (which may be corrected) to read small print .

Submit an ***Application for Employment*** to the Geauga County Commissioners' Office, HR Administrator #1030, 470 Center Street, Building #4, Chardon OH Details and application form at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).

3/23/15