



The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Chinatown international District (CID) as a vibrant community and unique ethnic neighborhood through its programs and services. For more information refer to www.SCIDpda.org.

Currently there is a full-time Adult Day Services Supervisor position open with Senior Services' Legacy House, a program of the SCIDpda.

General Nature & Scope: This position is a part of the Adult Day Services' (ADS) team who manage all aspects of the enrolled ADS clients' health and social issues which impact their well-being, and attainment of their Program goals. This includes knowing the reasons for a client's participation, their goals of the program, communication with clients' physicians and other health care providers, understanding the client's family dynamics and supporting clients to achieve a higher level of wellness. The incumbent can represent the Program in public situations. The person in this role can also provide personal care assistance to clients as well as to lead certain types of ADS programs.

Essential Duties: Include the following; other duties may be assigned depending upon project, client or workflow needs.

- Carries a caseload of ADS clients; includes maintaining client records, maintaining an awareness of clients' needs, coordinating with health care providers and ensuring that clients continue to work toward stated goals
- Verify accuracy of enrollment roster
- Generates *Quarterly Service Reviews* for client caseload and mails to physicians in a timely manner. Ensures that they are received back from physicians' offices
- Generates *Initial Plan of Care* for clients within the first two weeks of his/her attendance
- Write weekly/monthly progress notes on all of their clients' activities
- Manages client's monthly attendance to fit within client's approved funding source
- Updates *Emergency Contact* information annually
- Reviews Care Plan goals with client and family at admission, quarterly and annually
- Provides planned programming for groups of clients in the ADH Program, following specific criteria and outcomes; works effectively in a small group
- Directs the ADS Team meetings ensuring review from the whole team (especially from Nursing, the Activities Coordinator, and Occupational Therapists) of all scheduled clients
- Directs and observes volunteers when volunteers are working with their client case load
- Takes point of service meal count
- Assists with serving meals to clients
- Assists with clean up after meal preparation
- Plans transportation for/with clients on the days that the client attends the ADH program; confirms transportation for clients' routine attendance after their first visit
- Utilizes and finds community resources to support client needs
- Compiles claim for reimbursement
- Works with the Medical Supply vendor to obtain client's supplies needing physician prescription (briefs, wheelchairs, ½ bed rails, etc.)
- Works closely with DSHS Case Manager and other community Case Managers

Supervisory Responsibilities: In the absence of the Adult Day Services Manager, will provide day-to-day supervision of ADS staff and oversee daily ADS operations activities.

- May work with the ADS Manager in assigning new clients to Case Managers
- May review new clients with Case Managers
- Ensures timely completion of initial plans of care for all new ADS clients
- Coordinates with occupational therapists, skilled nursing, and social workers for initial, quarterly, and annual evaluations/assessments for all clients and ensures the timely completion of all documentation
- May represent ADS at social service/community program meetings
- Provides input to the ADS Manager during employee performance reviews
- Assists ADS Manager in auditing client charts for completion of required documentation
- Assists ADS Manager in preparing for the annual Washington Adult Day Services certification
- Acts as point of contact in the absence of the ADS Manager
- Assists ADS Manager with other duties as assigned

Qualifications:

- Bi-lingual skills in an Asian dialect desirable
- Understands and uses medical vocabulary
- Adheres to agency and organizational values
- Excellent customer service skills

Knowledge, Skills, and Abilities

- Ability to relate to clients and staff of various ethnic backgrounds
- Basic computer skills
- Ability to work independently
- Ability to use telephone

Education & Experience: Any combination of experience and training that would likely provide the required knowledge; skills and abilities will be considered.

- Bachelor Degree, preferably in Social Services/Human Services
- Working experience /knowledge of geriatrics

Licenses or Certificates

Meet all agency and state training requirements for CPR, Food Handlers' permit, and First Aid

Physical Demands / Working Conditions: The physical demands are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- Must have experience with using computers and the ability to learn new software programs
- Must be able to reach above head and perform repetitive movements
- Must be able to be on feet over long distances and uneven terrain, and must be able to bend to the floor
- Must be able to transfer up to 50 lbs.
- Must have finger dexterity to open containers, buttons and zippers
- Position exposed to body fluids, infections, and odors

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

