

Position Description

Title: Jubilee Center Director

Reports to: CEO

Position Summary: The Director of the Adult Day Care (ADC) program is responsible for managing the day-to day operational aspects of the Jubilee Center's health, psychological, and social model programs. The Director provides the leadership, management, and vision necessary to ensure that the program has the proper operational controls, people, and systems in place to effectively grow the organization and to ensure financial strength and operating efficiency.

Duties and Responsibilities

- Oversee licensed Adult Day Care Center, maintaining compliance with all applicable policies and procedures, federal, state, and local laws, and PASSi's Code of Conduct. This includes policies, maintaining policy manual, training records and all aspects of program delivery.
- Supervise and train staff and volunteers, including performance evaluations and development of training schedules and procedures.
- Develop and maintain systems that assure efficiency and compliance of all administrative functions of the program including billing, fiscal reviews, as well as compliance with licensing, kitchen and food safety, ordering of supplies, and other essential functions.
- Assure that all agency related documentation is timely and consistent with regulations.
- Generating and review monthly statistical reports.
- Develop and implement a marketing plan to satisfy census objectives.
- Identify and facilitate new business developments to augment revenue streams.
- Oversee the process of enrollment and the orientation of new participants and their family members.
- Establish referral network with outside agencies to work closely with the community.
- Collaborate with Area Agency on Aging (AAA) officials and Managed Care Organizations (MCOs), to ensure seamless delivery of services.
- Convene and preside Center's monthly staff meetings.
- Represent agency at community events and outside meetings as needed.

Position Qualifications

- Bachelor's Degree in Social Work, or other related health or human service degree with minimum of three (3) years of experience.
- Minimum of one (1) year's experience in geriatric setting, preferably community based.
- Minimum of one (1) year's supervisory and administrative or business experience.
- Bilingual in Asian language preferred.
- Excellent team building skills and interpersonal skills and ability to communicate with a diverse staff, clients, families, referring agencies, and the community. As well as building trust quickly with community members and agency partners.
- Demonstrate knowledge of Asian communities in Philadelphia preferred.
- Ability to plan, organize and implement marketing and business strategies.
- Strong ability to prioritize multiple tasks and responsibilities and reprioritize as new situations arise, acting quickly and decisively.
- Excellent oral and written interpersonal skills.
- Valid driver's license and access to a vehicle required.

Salary & Benefits:

- Competitive salary, commensurate with education & experience.
- Paid holidays, vacation and personal days.
- Company sponsored health plan
- 401(k) Employer Match Retirement Plan

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