

J V S

JOB DESCRIPTION

<u>JOB TITLE:</u>	Director
<u>DEPARTMENT:</u>	Senior Adult Services
<u>REPORTING SUPERVISOR:</u>	At JSL – Associate Director At JVS – Executive Vice President, COO
<u>POSITIONS SUPERVISED:</u>	At both Brown Centers - Music Specialist, JSL – Administrative Assistant; Site Supervisor; Family Life Coordinator JVS – Manager, Senior Adult Services

QUALIFICATIONS:

Bachelor's degree in social work, gerontology or related field. Program development, management experience, and work experience with senior adults with dementia and their families. Experience with Program marketing and training preferred. Interpersonal skills sufficient to communicate with participants, public and staff. Composition skills sufficient to prepare required reports and grant applications.

ESSENTIAL DUTIES:

1. Oversee and direct operations of the program. Plan and implement marketing strategies that build the Program's census and community support by:
 - Developing and maintaining relationships in the aging network, including the Alzheimer's Association, Area Agency on Aging 1-B, MORC and the Michigan Adult Day Services Association, as well as the Jewish Federation of Metropolitan Detroit, the Jewish Community Center and Jewish Family Service
 - In coordination with other JSL and JVS staff, organizing and hosting exhibits at aging network and educational events and speaking at public forums
 - Attending a variety of networking opportunities, such as open houses, trainings and forums to increase the public presence of the Brown Program
 - Coordinating the production and distribution of marketing materials
 - Working with other staff to expand media opportunities
 - Producing the Helping Hands newsletter three times a year
2. Recruit, orient, train and evaluate designated staff. Complete written performance evaluations, as required. Cover or arrange coverage for positions supervised when staff is absent or on leave.
3. Assist in the development and implementation of new services for the Brown Program and related entities, including Memory Club and Senior Service Corps.

4. Ensure that program content, policies, procedures and staff documentation comply with accreditation standards, funding source requirements, government regulations and applicable laws.
5. Exercise leadership in health and safety issues, taking proactive steps to prevent potential injury or harm to participants, their family members staff and volunteers, ensuring that staff are updated and retrained in safety procedures on a regular basis and giving leadership to other staff during emergency or crisis situations, including notifying and involving partner or collateral agencies/services like AAA 1-B, MORC or Adult Protective Services.
6. Oversee fiscal management of the program, including budget development and monitoring.
7. Expand the Brown Program's programmatic capacity and funding resources through writing grant applications, encouraging donations and helping establish funds/endowments that ensure the Program's long-term success.
8. Complete, submit and maintain reports, as required.
9. Pursue educational and research activities to continue to expand knowledge of best practices in providing care for persons with dementia and their family caregivers.
10. Ensure that communication and coordination of services exist between program sites and with other departments of both agencies.
11. Serve on Agency committee(s) as appointed and on aging network committees in support of Program goals.

WORKING CONDITIONS:

Work involves the ability to work flexible hours and travel to local community sites. Occasional out of town travel may be required.

EXEMPT STATUS:

This position is exempt from the overtime pay provisions of the Federal Fair Labor Standards Act.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

DATE: _____

APPROVAL: _____