

## **JVS HUMAN SERVICES**

### **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Director
<b><u>DEPARTMENT:</u></b>	Senior Adult Services
<b><u>REPORTING SUPERVISOR:</u></b>	At JSL – Executive Director of Strategic Initiatives At JVS – VP, Senior Adult Services & Community Inclusion
<b><u>POSITIONS SUPERVISED:</u></b>	At both Brown Centers - Music Specialist, Art Therapist JSL – Office Specialist; Site Supervisor; Social Worker JVS – Manager, Senior Adult Services

### **QUALIFICATIONS:**

1. Bachelor's degree in social work, gerontology or related field. Master's degree preferred.
2. Work/life experience with senior adults diagnosed with dementia and their family care partner.
3. Ability to be flexible and adaptable in your workday, support an experienced team, and manage relationships with varying stakeholders.
4. Composition skills sufficient to prepare required reports and grant applications.
5. Interpersonal skills sufficient to communicate with participants, public and staff.
6. Experience with creative program development and marketing training preferred.
7. Ability to work flexible hours and travel to local community sites. Occasional out of town travel may be required.

### **ESSENTIAL DUTIES:**

1. Oversee and direct operations of JVS' Senior Adult Services Program, including the planning and implementation of marketing strategies that will cultivate the program's census and community support. Oversee fiscal management of the program, including budget development and monitoring
2. Develop and maintain 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, Jewish Senior Life of Metropolitan Detroit, the Jewish Community Center and Jewish Family Service.
3. Work with internal teams to expand media opportunities, and coordinate the production and distribution of marketing materials.
4. In coordination with other JSL and JVS staff, organize, host, and present exhibits at Aging Network, educational events, and public forums.

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5. Assist in the development and implementation of new services for the Brown Program and related entities, including Memory Club, Mind University, and Senior Service Corps.
6. Expand the Brown Program's programmatic capacity and funding resources by assisting in writing grant applications, encouraging donations, and helping establish funds/endowments that ensure the Program's long-term success.
7. Attend open houses, trainings, forums, and networking events to build and increase public knowledge and presence of the Brown Program.
8. Recruit, orient, train and evaluate designated staff. Complete written performance evaluations, as required. Schedule, manage, and cover for supervised positions when staff are absent or on leave.
9. Ensure program content, policies, procedures, and staff documentation comply with accreditation standards, funding source requirements, government regulations, and applicable laws. Complete, submit and maintain reports, as required.
10. Pursue educational and research activities to continue to expand knowledge of best practices in providing care for persons with dementia and their family partners.
11. Exercise leadership in health and safety issues, taking proactive steps to prevent potential injury or harm to participants, their family members, staff, and volunteers. Ensure that staff are up to date and trained in safety procedures on a regular basis, giving leadership to other staff during emergency or crisis situations, and notifying and involving partner or collateral agencies/services like AAA 1-B, MORC, or Adult Protective Services.
12. Ensure strong communication and coordination of services between program sites, and with other departments of both agencies.

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: \_\_\_\_\_