

Job Description

Adult Day Program – Team Leader

Title: Adult Day Program – Team Leader

Supervisor: ADP/OSC Manager

Date: April, 2021

Reporting to the ADP/OSC Manager, and based on the policies, procedures and standards of the Alzheimer Society, the Adult Day Program Team Leader is responsible for developing, implementing, planning the day-to-day programming for the Day Program. The Team Leader ensures the quality of client care through the implementation of quality therapeutic programs, coordination and supervision of program staff and volunteers and utilization of community resources.

QUALIFICATIONS

- Minimum PSW certificate, Recreation and Leadership diploma, or Dementia Studies certificate.
- 5 years of experience working in an Adult Day Program or Activation Department.
- Knowledge and experience working with individuals with Alzheimer disease and related dementia
- Experience planning, implementing and evaluating activities.
- Experience with managing and directing staff and volunteers.
- Excellent interpersonal, written and oral communication skills.
- Excellent organizational and decision making/problem solving skills.
- Current CPR Training.
- Access to a vehicle and appropriate license and insurance coverage.
- Good knowledge of community resources.

SERVICE RESPONSIBILITIES

The Team Leader is responsible to:

1. Ensure effective day-to-day programming to participants.
2. Ensure the development, implementation, monitoring and evaluation of appropriate programs which will meet the individual and group needs and capabilities.

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3. Assist clients with activities of daily living.
4. Assist clients with personal care and hygiene.
5. Recommend to the ADP/OSC Manager the termination of clients not meeting Day Away Program criteria.
6. Collaborate with ADP/OSC Manager in alternative service planning if day service is terminated.
7. Assist in development of safety procedures, Policy and Procedure manual and Quality Assurance.
8. Ensure adequate training of Day Program staff for vacation and emergency coverage of the program.
9. Coordinate and supervise activities of staff, volunteers and students.
10. Maintain Day Program budget including the purchase of supplies and groceries.
11. Prepare and submit monthly attendance forms.
12. Regular up-dates and communication with ADP/OSC Manager.

ORGANIZATIONAL RESPONSIBILITIES

1. Participates in regular team supervision and reports to ADP/OSC Manager
2. Assists in the interpretation and promotion of Day Program to potential referral sources.
3. Attends staff, planning, and client meetings.
4. Maintains accurate and complete documentation.
5. Communicates unusual or hazardous incidents to ADP/OSC Manager.
6. Documents unusual incidents as identified in the Policies and Procedures manual.
7. Notes and records changes in clients' cognitive, physical and social status.
8. Follows an established system for daily communication to ensure on-going transmittal of pertinent information among staff/volunteers.
9. Is familiar with and adheres to policies and procedures of the Day Away Program, the agency, and follows management decisions.
10. Operationalizes and understands pertinent emergency procedures, fire regulations, missing person procedure, etc.
11. Communicates professionally with staff, clients and families in accordance with Day Program Policies and Procedures.
12. Maintains a safe environment and monitors client safety while at Day Program.
13. Respects confidentiality and the dignity of clients.
14. Undertakes tasks, special projects and other duties as assigned.

PERSONAL RESPONSIBILITIES

1. Be motivated to receive education and training to assist with the ability to provide appropriate therapeutic programs to clients, to conduct ongoing program evaluations, and continuing quality improvements in the Day Program.
2. Be knowledgeable of Alzheimer disease and related dementias and the latest development in research and treatment.
3. Maintain good public relations in the community by presenting a positive image of the Society.
4. Update Criminal Reference Check every two Years.
5. Resign Oath of Confidentiality and Conflict of Interest annually.