



**Camarillo Health Care District:** As a preferred partner in health, wellness and aging, Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

## Adult Day Center Coordinator

The **Adult Day Center Coordinator** develops and oversees activity schedules, staff schedules and meal schedules, in order for appropriate and effective program development and implementation that includes a person-centered philosophy, while maintaining adherence to any/all applicable rules, regulations, ordinances, policies and procedures.

This position embraces the approach to care that respects and values the uniqueness of the individual, maintains the personhood of individuals through the implementation of psychological, social, and physical care environments which promote personal worth, social confidence, and hope, and supports the Adult Day Center setting, programs, and activities to foster the well-being of participants and ensures that personal connections are made with every participant, every day.

### Example of Job Duties

Oversees daily program operations of the Center

Models, coaches, and implements a person-centered service philosophy

Plans, develops, and implements monthly high quality, person-centered programs to support functional and cognitive independence of participants, including but not limited to, craft programs, outreach programs, intergenerational programs, theme-based programs, physical and exercise therapies, music therapies, and similar activities

Assists Director with policies, procedures, and records to ensure compliance with any/all applicable regulations

Identifies and coordinates employee training for required CEUs, in coordination with the Director

Trains and supervises employees and program activity partners

Completes appropriate cross-training in order to serve as back-up to Director for prospective participant assessments

Plans appropriate staffing schedules/ratios

Supports the Director in the appropriate development and maintenance of the "Appraisal Needs and Service Plan"

Ensures Activity Leader II is appropriately cross trained to serve as back-up to the Adult Day Center Coordinator

Assists Director with annual budget building and review

Maintains organized filing systems, both electronic and hard copy, for the appropriate storage and retrieval of records

Oversees the provision and appropriate record-keeping of routine blood pressure, respiration, and heart rate screenings

Develops and oversees the display of monthly theme decorations, seasonal decorations, and special event decorations

Ensures the Center is safely prepared for shut-down at the end of each day

Performs Activity leader I and II tasks as back-up during meal breaks and as needed

Acts as lead and direct support for extended hours programming

Maintains appropriate inventory of supplies and prepares order requests

Prepares grocery list and shops for Center nutrition and meal programs

Completes any required educational units

Ensures monthly safety inspections utilizing the Safety Surveillance Log

Other duties as assigned

## **Minimum Qualifications**

**Education:** Bachelor's Degree preferred in health-related field.

**Experience:** Minimum three (3) years' experience in personnel and program supervision for Adult Day Support Services, or related health programming. Knowledge of Title 22, Division 6 preferred. Ability to problem-solve in rapidly changing social health service environment. Ability to communicate tactfully and effectively both verbally and in writing. Ability to read and interpret documents such as safety rules and procedures manuals. Must be organized and maintain confidentiality. Ability to interact with clients and co-workers in a caring and professional manner.

Excellent typing/work processing skills; proficient in Microsoft Office suite of applications; proficient in use of office machines; proficient in use of Internet/world wide web, social media platforms, email software; must have excellent written and verbal communication and phone skills.

**Physical Conditions:** Maintaining physical condition necessary for lifting and carrying up to 25 lbs. on a daily basis; physically able to perform lift/transfer assistance for clients, including but not limited to client's in wheelchairs, using walkers, unstable ambulatory clients, non-ambulatory clients, and similar client assistance to and from activities and vehicles, ability to set up tables and remove tables and other activities involving activity preparation/set up/tear down. Physically able to stand and or be actively involved with clients eight (8) hours per day; ability to sit at desk for paperwork for extended periods of time, up to eight (8) hours per day.

**Other Requirements:** Criminal records clearance. CPR/AED and First Aid certification required. Serv Safe Certification. Valid California Class C Driver's license. Means of transportation. **The State of California requires all newly hired employees to be fully vaccinated against COVID-19 as a condition of employment, unless an exception applies.**

### **Compensation:**

Hiring Range: \$25-\$28 per hour, DOE; Non-Exempt Full Time 40 hours per week.

Work schedule: Monday-Friday; 8:30 am-5:00 pm

The District also offers an attractive benefits package, including: California Public Employees' Retirement System (CalPERS); CalPERS 457 Deferred Compensation plan; Medical insurance plans offered through the CalPERS Health Program; Annual Accrual Rates: Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked. Holidays: The District observes 11 holidays per year.

## **To Apply**

If you are interested in applying for this excellent opportunity, please visit:

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District  
Human Resources Department  
3639 E. Las Posas Rd, Ste 117  
Camarillo, CA 93010

805-388-1952 ext. 125

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