



Lunalilo Home
JOB ANNOUNCEMENT

DIRECTOR OF ADULT DAY CARE & SENIOR ACTIVITIES

Lunalilo Home and Adult Day Care offers diverse opportunities for those interested in using their skills and experience to serve *kūpuna* (elders) and to make a difference in the lives of others by providing compassionate, quality care.

We are a not-for-profit senior services organization focused on emphasizing our guiding principles of *aloha* (love, compassion), *mālama* (caring), *laulima* (cooperation), *hō'ihī* (respect), *ho'omanawanui* (patience), *loko maika'i* (generosity) and *pono* (doing what is right) in all that we do. We seek diligent professionals who embrace these values to celebrate, perpetuate and advance the legacy of King Lunalilo to broader reaches and to greater impacts in our communities.

We seek a full-time salaried **Director of Adult Day Care & Senior Activities** to join our management team in the implementation of innovative programs for *kūpuna*.

PURPOSE:

The Director works closely and collaboratively with the management team to develop, organize and/or implement a variety of senior activities program services that support the mission of the organization. The Director coordinates the development, implementation, marketing and quality assurance processes of these programs.

DUTIES AND RESPONSIBILITIES

- Plans, oversees and evaluates the adult day care and other senior activities programs to ensure responsiveness to participant needs, actuation of plans of care objectives and outcomes, and compliance with regulatory requirements.
- Responsible for management, operation and content of Adult Day Care and senior activities programs.
- Interviews and assesses prospective clients to determine if their specific needs can be met by program services, and makes admission decisions based upon client assessment.
- Develops, plans and coordinates client's care with personnel and client's families.
- Monitors the effectiveness of programs through quality assurance procedures and develops new program concepts, continuously updating content to satisfy client's ever-changing and widely diverse needs, while monitoring program content to ensure compliance with Federal and State standards.
- Directs and coordinates senior activities volunteer programs which may include recruitment, orientation, assignment, training, supervision, evaluation and all related record keeping and documentation.
- Plans, schedules and coordinates Adult Day Care and senior activities functions, special events, daily activities and facilitates programming of visiting groups and organizations.
- Provides staff support to programs including direct services, assessment, counseling and case management.
- Promotes public awareness, program marketing and informational materials.
- Assists in the development of an annual program budget, and performs ongoing program expense management and preparation of all client billings.
- Other duties as assigned.

EDUCATION/EXPERIENCE:

- Bachelor's degree in gerontology, social work, occupational therapy, family development, psychology, sociology, education or health care related fields; and four years of experience in social or health care services of which one year is specifically in gerontology or geriatric care.

Substitutions:

- A master's degree in psychology, sociology, social work, geriatrics, therapeutic recreation, health care or other related fields may substitute for one year of experience.
- Certification as a physical or occupational therapy assistant or related field and six years of experience in social or health care services of which four years is specifically in gerontology or geriatric care to substitute for the above requirement.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must meet all state health and human services regulations, including annual physician exam, 2-step TB clearance and annual clearance thereafter, criminal background check including fingerprinting and APS clearance.

First Aid and CPR certifications are required.

Valid driver's license with clean driving abstract is preferred.

Must meet I-9 employment eligibility requirements.

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants and especially with regard to race, ethnicity, gender, sexual preference, veteran status, or on the basis of disability or any other federal, state, or locally protected class.

Interested applicants please send resume and reply to this posting addressed to the attention of:

Office & Development Manager

Lunalilo Home

501 Kekauluohi Street

Honolulu, HI 96825

808-395-1000 ext. 223

vicci@lunalilo.org