



Adult Daycare Program Manager – Job Opening

Satkar Day Care is looking for an Adult Daycare Program Manager to help it's mission and service goals to:

- Improve the quality of life of individual with functional impairment
- Provide a community-based alternative to institutionalization
- Promote client functioning to the extent of the client's ability.

Description:

Adult Daycare Program Manager assumes the daily operational management of Day Care Center and is responsible for planning, organizing, and staffing the center. They are responsible for developing plans and new programs, interviewing and recruiting Center staff. Program manager establishes procedures for measuring quality care and organizational performance.

Requirement

- Bachelor's degree from an accredited college/university
- Minimum of 2 years of social/healthcare services experience
- Current PA license/Proper vehicle insurance
- CPR and First Aid (Can be obtained after hire date)

Responsibilities/Activities

- Is responsible for daily administrative and operational management of the center.
- Ensure the center complies with all relevant federal, state and local laws, including full compliance with Pa. Code Chapter 11 (Older Adult Living Centers)
- Ensure Center's policies and procedures are implemented
- Maintain written service agreements with stake holders to meet client meets
- Responsible for admission, discharge, safety and protection of clients
- Recruit and provide initial training/orientation to newer staff
- Develop and implement daily program activities for clients to provide excellent care
- Develop plan of care for clients in consultation with other stakeholders
- Ensure proper storage and maintenance of client records including HIPAA compliance
- Develop regular/weekly/monthly program activities/schedules for clients, assure opportunities for choices and community integration
- Maintain oversight of program supplies and budget, assure the day care center has tools and resources necessary to ensure health and safety if individuals
- Other duties as assigned

Compensation:

Negotiable

Opportunities to grow and advance career.

If interested, please send your resume and cover letter to satkardaycare@gmail.com.

4411 Stille Road Suite 3B Pittsburgh, PA 15227
Phone: 412-676-7700 / Fax: 412-676-7771 / Email: satkardaycare@gmail.com
www.satkardaycare.com