

## **GENESEE COUNTY**

### **DAY CARE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This management position involves the responsibility for planning, maintaining, and monitoring the scheduling and coordination of services to participants in an adult social day care program. The incumbent plans, implements and directs programs consistent with the cultural and ethnic backgrounds of participants. The work is performed under the direct supervision of the facility administrator. Supervision is exercised over program staff. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Plans and implements programming to meet individual needs of participants;  
Develops operating policies and procedures in compliance with applicable State and local regulations;  
Develops and updates curriculum suitable for adults;  
Directs activities of adult participants;  
Formulates short and long range plans;  
Coordinates the development, ongoing review, and adjustment of each participant's individual Plan of Care;  
Maintains pertinent records and facilitates periodic program evaluation;  
Fosters appropriate community relationships for provision of services, referrals, and/or publicity;  
Interviews candidates and makes recommendations for employment and volunteer assignments;  
Makes work assignments, supervises and evaluates program staff;  
Facilitates in-service training program for staff;  
Purchases supplies and materials directly related to program activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the characteristics, needs and interests of older persons; good knowledge of the principles and practices of effective adult day care; good knowledge of methods, materials, and equipment used in recreational programming for adults; working knowledge of programs and services available through community resources; ability to supervise the work of subordinate day care staff; ability to establish and maintain good working relationships; ability to prepare program records and reports; ability to relate to and motivate the elderly; ability to coordinate multiple projects; thorough; honest; empathetic.

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**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in nursing, recreation, education, human services or a closely related field;

**OR**

- B. Graduation from a regionally accredited or New York State registered two year college with an Associate degree in nursing, recreation, human services, or closely related field; AND two years of full-time paid supervisory experience working with the geriatric population;

**OR:**

- C. Successful completion of two years of study in a regionally accredited or New York State registered four year college including 12 credit hours of psychology, sociology, education, or recreation, AND two years of full time paid supervisory experience working with the geriatric population;

**OR:**

- D. Four (4) years of full-time, paid experience working with the geriatric population, one (1) year of which was in a supervisory position.

Competitive Class

Approval 8/9/90

Revised 11/29/99

6/5/02

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.