



Adult Day Center Director

Jewish for Good serves as the vibrant hub where everyone belongs, nourishing the roots of local Jewish life. We provide engaging opportunities that deepen Jewish connections, knowledge, and relations to Israel, services for helping those in need; programs that foster healthy living; and pathways for charitable giving. We are located in the Levin JCC at 1937 West Cornwallis Road, Durham, North Carolina, 27705.

Jewish for Good's Norma and Robert Gindes Center is a licensed Adult Day Program, housed in a purpose-built facility as part of the Levin JCC, expected to open in late summer or early fall 2024.

At the Gindes Center, adults with memory care and other health needs will be engaged in programs that enrich their cognitive, social and emotional enrichment and physical well-being; promote personal independence and individual needs; provide respite and support for caregivers; and create a meaningful community.

Job Description

POSITION OVERVIEW:

The Adult Day Center Director is a fulltime, salaried exempt position that is responsible for the overall program direction, vision implementation, fiscal alignment, data collection and provision of the programs and services of the Gindes Center. This position is responsible running a program that address the health, psychosocial, and educational needs of older individuals and their caregivers and that provide client a safe, secure, and positive daily experience.

Director level positions at Jewish for Good are responsible for the strategic and tactical oversight of their division. This reports to the Senior Director of Helping.

RESPONSIBILITIES:

- Provide effective leadership in all areas of the Adult Day Center including client-centered care initiatives, personnel management, quality and safety of programming, financial oversight, and community relations.
- Recruits direct care provider staff for the Gindes Center, and manages all aspects of the employee experience including onboarding, daily oversight and guidance, scheduling, coaching and mentoring and staff meetings.
- Builds within the Gindes Center a sense of community and a warm social atmosphere in which participants are able to identify a support system
- Coordinates with caregivers, families, social service agencies, and medical professions to plan program of care for participants.
- Monitors the program to ensure effectiveness, quality care compliance applicable with regulations and standards, and identify areas of improvement.
- Collaborates with activity staff regarding group and individual activity planning, with J Café staff regarding menu planning and meal and snack service delivery; and with the Volunteers Director to coordinate volunteer activities.
- Leads and executes the enrollment and discharge processes for participants.
- Coordinates with Finance Department to Manage Financial Operations- billing, reimbursements, and budgets.
- Plans and implements periodic programs that serve both Adult Day Program participants and community members of a similar demographic.
- Other duties as assigned.

Qualifications

REQUIRED QUALIFICATIONS:

- BA in Social Work, Health and Community Services, Recreation Therapy, Occupational Therapy, or related field
- 2+ years of experience in social or recreational programs for older adults
- 2+ years of supervisory and administration experience
- Direct experience providing and coordinating services for an aging, frail and/or elderly population within the past 5 years
- Strong collaborative style, interpersonal skills, organization skills, multi-tasking
- Proven ability to build and lead a high performance, effective, and cross-functional team
- Ability to pass a criminal history check and provide a health clearance from a medical provider.

PREFERRED QUALIFICATIONS:

- MSW or Masters in social service or related field
- 5+ years of experience with older adults, ideally with memory loss or similar needs
- Experience in an Adult Day Center or similar setting
- Demonstrated success with overseeing budgets, supervising personnel, managing community outreach and marketing.

Position Benefits

As a fulltime, salaried exempt employee this position is eligible for the following benefits:

- Paid time off - including vacation, sick, and floating holidays
- Health insurance (80% covered of employee's policy)
- Access to elect dental, vision, life, and other insurances
- 403b
- Free All Inclusive Family Membership
- Discounts on programs and services
- Ongoing professional development aligned with career arch

Jewish for Good's Non-Discrimination Statement

Jewish for Good at the Levin JCC is an organization based on Jewish values. All Jewish for Good programs are open to anyone who wishes to participate, regardless of religious affiliation or background.

Jewish for Good does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that does not prevent the performance of the specific core tasks of this position.

Apply

APPLY ONLINE

www.jewishforgood.org/our-team

QUESTIONS?

Contact Madeline Seltman, Chief Program Officer
mseltman@jewishforgood.org or 919-354-4938