



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 094-22

OPENING DATE: 06/08/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Adult Day Care Manager
PAY GRADE: E5 (\$19.93/hr. - \$28.89/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Director, Elder Center
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Achieves the program goals and objectives by planning, directing, monitoring and evaluating the daily operation of the Adult Day Care Program. Supervises the Adult Day Care Assistant(s) and works closely with the Elder Center Director to develop and enhance program services.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Assists the Director in establishing short and long-term goals, and objectives for the Adult Day Care Program.
- Provides direction and monitors the Adult Day Care Program daily operations.
- Performs daily tasks of the Adult Day Care Program including recreational activities, meals and snacks, field trips and health screenings for program clients.
- Prepares Adult Day Care data for the purpose of seeking funds under the supervision of the Director.
- Provide Community Outreach and Education regarding Adult Day Care Services.
- Assists in the development and implementation of a plan for state licensure.
- Plans, directs, and monitors department productivity and quality goals.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.

- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in elderly care.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding program related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to program goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages Adult Day Care assistant, volunteers, and other staff and in the provision of elderly care services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops support staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Geriatrics, Nursing or a health related field.
- Four years progressive work experience in a tribal or government program working with children, elderly or handicapped adults; or equivalent combination of education and experience.
- First Aid and CPR Certification.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of the requirements and standards related to the safe and efficient operation of passenger vehicles.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
- Knowledge of nutrition, disease prevention and healthcare.
- Knowledgeable of safety issues for elders and respond quickly and calmly in an emergency situation.
- Skill in socializing and working with Elders.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or elderly care center environment.
- Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.