

Senior Concerns Position Description: Adult Day Program Team Lead

Job Title: Adult Day Program Team Lead

Department: Adult Day Center

Reports To: Director of Programs

FLSA Status: Non-Exempt, Up to 40 hours per week

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Position Summary

The Adult Day Program Team Lead oversees the daily operations of the Adult Day Care Program at Senior Concerns, a licensed social model day program under the California Department of Social Services. This role is responsible for ensuring high-quality care and engagement for program participants, supervising program staff and volunteers, maintaining regulatory compliance, and serving as the primary point of contact for families and caregivers. This position is based at the Senior Concerns Center in Thousand Oaks.

Essential Duties and Responsibilities

Program Management

- Plan and lead daily program activities including crafts, games, exercises, group discussions, special events, and field trips.
- Develop and maintain the monthly activity calendar in coordination with staff and volunteers.
- Ensure the program space is clean, organized, and compliant with health and safety regulations.
- Adapt activities and daily schedule as needed to accommodate participant needs and staffing levels.

Client Care and Oversight

- Conduct intake assessments and facilitate the admission process for new participants.
- Complete client appraisals within 30 days of admission and annually thereafter.
- Monitor participant behavior and health, reporting changes to the Director of Programs.
- Support participants with daily living skills, including toileting and mobility assistance, following established policies.
- Administer or assist with medication management per Title 22 under the direction of the Director of Programs.

Staff Supervision

- Supervise a team of Assistant Team Leads, Program Aides, and volunteers.
- Ensure adequate staffing and resolve issues as they arise.
- Facilitate staff meetings and training sessions.
- Support onboarding and ongoing training of program staff.

Communication and Coordination

- Serve as the primary contact for participant families and caregivers.
- Provide program tours and information to prospective clients.
- Communicate with families about participant schedules, health updates, and concerns.
- Interface with community partners and agencies as a representative of Senior Concerns.

Administrative Duties

- Maintain accurate participant records, including daily charting and incident documentation.
 - Coordinate meal counts and dietary needs with the Food Service Manager.
 - Oversee check-in/check-out procedures and report participant absences.
 - Run errands or purchase supplies as needed.
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Qualifications and Experience

- Experience working with older adults, particularly those with cognitive impairments.
 - Familiarity with Title 22 regulations and senior care services.
 - Strong communication and interpersonal skills.
 - Experience supervising staff and coordinating programs.
 - Knowledge of local senior resources.
 - Organizational skills and attention to detail.
 - Patience and emotional stability when working with frail or distressed individuals.
 - Proficiency with Microsoft Office (Word, Excel, PowerPoint) and basic audio-visual equipment.
 - Bilingual (Spanish/English) preferred but not required.
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Education and Certifications

- Bachelor's degree in social work, gerontology, human services, or a related field required.
- Master's degree in social work or related field preferred.
- CPR/First Aid certification required within 30 days of employment.

- Must pass a pre-employment medical exam, TB test, drug screening, and criminal background check with fingerprinting.
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Physical Demands

This position requires the ability to:

- Stand, walk, sit, kneel, stoop, and crouch regularly.
 - Lift and/or move up to 50 pounds.
 - Use hands and arms to handle or feel objects and operate equipment.
 - See clearly at various distances and distinguish colors and depth. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
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Work Environment

The work environment is generally moderate in noise and active in pace. Staff are expected to maintain professionalism, emotional stability, and appropriate behavior at all times, serving as role models for clients and the community.

Acknowledgment I have read the responsibilities of my position and understand the evaluation criteria that will be used to measure my performance.

Employee's Name (Printed)

Employee's Signature

Date