CADES
Building Hope, Transforming Lives.

401 Rutgers Avenue
Swarthmore, PA 19081
610.328.5955

Job Title: Program Specialist

Department: Adult Day Program

Summary: The Program Specialist is a full-time exempt position with the purpose/s to implement and supervise the delivery of quality services to individuals residing in the Adult Program. Oversee and ensure completion of all required program planning for individuals. Monitor and promote the safety and health of all individuals. Ensure compliance with all CADES policies and procedures, state regulations, accrediting measures, and insurance standards.

Duties and Responsibilities:

- Align CADES programs and services with mission, vision and regulatory requirements that positions CADES to be a role model in the delivery of adult day care services to individuals with multiple disabilities and abilities.
- Completion and oversight of implementation of all program planning within the guidelines of regulatory standards (see addendum) including assessments; ISPs; monthlies; quarterlies; plans of support.
- Develops, with assistance of DSP team active programming that meets the interests of the individuals served and aligns with individual ISP/BSPs, Everyday Lives, Community Rule and CADES vision.
- Role model effective communication and problem-solving skills with all customers. Listen to understand, empathize, and create agreeable solutions. Ensure written and oral presentations are professional and represent the mission and vision of the organization.
- Active participation in the Incident Management process including entering incidents into EIM, point person for incidents, contact APS and other reporting entities, ensuring plan of correction for incidents.
- Oversee and manage regulatory monitoring for individuals, including data collection, analysis, response to concerns and implementing preventative measures.
- Act as main liaison for external stakeholders (Supports Coordinator, Family, providers) and internal stakeholders including Nurse, Trainer, Assistant Director, and Program Director for all individuals under assigned area of oversight.
- Liaison for communicating and updating team on the needs of the individuals.
- Train, monitor & ensure programs are meeting the programmatic, health care, supervision, and dietary needs of the individuals. Ensure all nutritional standards are maintained. Ensures all assistive devices are safe and in working order.

Qualifications:

- Bachelor's degree with two years' experience working directly with persons with disabilities or: Associates degree or equivalent with four years' experience working directly with person with disabilities.
- Current PA State Police & Child Abuse clearances; FBI clearance for anyone living outside PA in the past two years.
- Valid driver's license and 3-year adequate driving record; maintain adequate vehicle liability insurance.

Required Knowledge, Skills, and Abilities:

- Consistently presents in a positive, pro-active, open manner. Seeks first to understand; demonstrates ability to meet individuals at their need level. Holds individuals responsible by ensuring a commitment to training, understanding and high expectations.
- Ability to create and implement program planning and outcomes measurement.
- Ability to plan, organize and motivate others.
- Ability to establish and maintain effective working relationships.
- Knowledge of PA Department of Public Welfare Chapters 2380 and 11 regulations.
- Ability to effectively communicate in a verbal and/or written manner.
- Ability to handle and maintain confidential information.
- Ability to handle multiple priorities.
- Ability to communicate with subordinates, coworkers, administration, vendors, and others in a courteous and professional manner.
- Ability to present in a professional appearance and manner.
- Ability to establish and maintain effective working relationships with individuals and their families.

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Ability to stand, to walk, and to negotiate steps/stairs.
- Ability to lift up to 40 pounds on infrequent basis.

EOE - We are committed to providing equal employment opportunity to all persons regardless of age, citizenship, color, disability, genetic information (including family members' genetic information), marital status, national origin, race, religion, sex (including pregnancy), veteran status, sexual orientation, or any other protected status. We value and promote diversity as a strategic advantage.