

DAY CARE CENTER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing the operation of a day care center addressing the needs of senior citizens having physical or mental impairments. In addition to the general administrative and supervisory duties of the position, the incumbent will participate in the direct delivery of program services to the elderly participants. Duties are performed under the general supervision of the Director of the Department of Aging with allowance made for the use of independent judgement in conducting center activities. Direct supervision is exercised over the work of subordinate Linwood Center employees and volunteers. A Day Care Center Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises personnel conducting social, recreation, nutrition, and other therapeutic programs for clients;
- Participates in various service activities;
- Schedules client attendance at the center;
- Supervises the maintenance of detailed participant records and program service records;
- Maintains case records;
- Conducts staff meetings to discuss treatment plans and center activities;
- Provides in-service training for staff to improve their skills;
- Maintains a liaison with other community agencies;
- Participates in speaking engagements related to the day care center and aging;
- Makes client referrals to other agencies for needed services;
- Assists the director in the preparation of grant proposals;
- Prepares periodic reports detailing center operations for the director;
- Reviews Day Care Center budget with director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs, and interests of the elderly; good knowledge of Federal, State, and local programs addressing the needs of the elderly; working knowledge of public relation methods; working knowledge of interviewing techniques; ability to plan and supervise the work of others; ability to communicate with persons having physical or language impairments; ability to communicate clearly and effectively verbally and in writing; empathy in handling sensitive human problems; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A.) A Master's degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, gerontology, nursing, public health, public administration, recreation education, or related fields;

OR

B.) A Bachelor's degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, gerontology, nursing, public health, public administration, recreation education, or related fields, and one year of experience in social work, nursing, community organization, geriatrics, or the field of aging in an administrative or supervisory capacity.*

* *NOTE:* Each year of additional administrative or supervisory experience as described in (B) may be substituted for a year of formal higher education as required in (B).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/22/89

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