



To apply for a posted position, please forward resumé to: applicant@hospiceswmi.org

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The place for good days! Our Adult Day Services program is seeking an enthusiastic and collaborative **Program Manager**. Adult Day Services provides professional care and life enrichment for older adults who need assistance during the week and is located on the first floor of our Portage, MI Oakland Centre. This position is scheduled Monday through Friday, 9:00am-5:30pm (no holidays!), and is responsible for developing and implementing therapeutic activities and services to enrich and enhance the mental, emotional, and physical well-being of program participants. Additional responsibilities include:

- Monitoring service delivery to ensure quality guest experiences and modifying the program as necessary to achieve optimal outcomes.
- Developing and implementing a monthly calendar of activities to stimulate physical movement, creative abilities, provide sensory stimulation, and enhance the self-esteem of participants who have a wide range of functional abilities.
- Planning and delivering meaningful activities in large group, small group, and 1:1 settings.
- Encouraging participants to express themselves creatively with music, art, and movement.
- Educating staff, caregivers, and volunteers about the role of therapeutic activity programs and tools.
- Managing the work assignments of the Program Assistants and Activity Volunteers to ensure the needs of guests are met for the day.
- Coordinating and scheduling monthly marketing entertainment/events.
- Liaising with community resources and/or volunteers to provide a variety of activities.
- Observing and evaluating participants' reactions to various experiences and completing accurate and consistent documentation.
- Reporting observations of significant changes in client's appearance or behavior to the Registered Nurse.
- Maintaining materials, equipment, and supplies.
- Scheduling visits to the Centre and conducting tours as necessary.

Requirements for the position include:

- One to two years previous supervisory experience.
- Three years previous experience working with the elderly or persons with dementia and/or disabilities.
- Proficient in utilizing activity therapy techniques to assist the participant with the psychological, emotional, physical, spiritual, and social needs that arise.
- Extensive work experience in the planning and coordination of activities with the elderly preferred.
- Completion of a baccalaureate and/or graduate program in related field (e.g. recreation therapy, music therapy, art therapy) preferred.
- Maintains a valid Michigan driver's license and has the availability of a reliable, licensed, and insured vehicle for use on the job.

Some of the benefits you'll enjoy:

- Competitive pay
- Generous PTO allowance
- BCBS PPO Medical
- Dental
- Vision
- 403(b) retirement plan with company match

Adult Day Services at Oakland Centre provides social activities and physical care for loved ones during the day, ensuring that they enjoy the best quality of life in a beautiful and secure setting. We utilize a medical model that includes a staff of registered nurses, social workers, music therapists, and program assistants to provide individualized care for each guest. Adult Day Services at Oakland Centre typically serves adults 60 years and older.

APPLY NOW