

## **JAYS LEGACY, INC**

### **POSITION DESCRIPTION**

**POSITION:** Assistant Area Director

**SUPERVISION:**

Asst. AD staff will be directly supervised by the Area Director.

**POSITION SUMMARY:**

The person selected for this position will be responsible for providing an appropriately safe, caring and enriching environment for the clients enrolled in Jays Legacy Homecare Program. Assistant AD staff are responsible for conducting themselves in an appropriate manner, setting an example for the clients, family and co-workers. Asst. AD staff are responsible for complying with all standards set for in JAYS Legacy policies and procedures and will ensure all staff adhere.

**ESSENTIAL FUNCTIONS**

- Adhere to policies and procedures in the JAYS Legacy policy and procedure manual and in subsequent JAYS trainings and meetings.
- Attend any staff meetings.
- Work in a team environment and encourage open communication regarding concerns/issues with clients, family or co-workers.
- Maintain open communication with owner/officer.
- Initiate and maintain positive relationships with families, guardians, or other managed care organizations.
- Assist in maintaining cleanliness of the client home.
- Maintain accurate documentation on each client.
- Comply with all emergency procedures appropriate to the client's home or situation.
- Maintain all supplies, equipment and materials; inform client or Area Director when new/additional supplies are needed.
- Ensure that all requirements per assessment are being completed such as bathing, cooking, cleaning, shopping, appointment assistance, etc.
- Notifying the Area Director when there are changes in condition, mood or behavior.
- Documents all hours worked per time card policy. Any time not within the scheduled hours must be authorized by the owner.
- Submits a written request to the supervisor for time off. Time off will be approved based on program needs.
- For the protection of the Clients and their families, as well as the employees, each employee must be aware of and observe the rules of confidentiality, both within the home and in the community.

## **KNOWLEDGE/EXPERIENCE:**

Must have the ability to demonstrate and/or show competency in the following areas:

- Plan and implement appropriate, enriching activities when appropriate.
- Supervise clients and present positive respect through all interactions with program participants.
- Meet program goals as outlined in the JAYS policy and procedure manual.
- To keep confidences, loyalties and practice professionalism.
- Being reliable and dependable
- Be 18+ years old, and able to drive safely and within the required posted speed limit, have a valid driver's license, current insurance, and a clean driving record.
- Work within set budget and program administration
- Work a flexible schedule to meet program staffing/planning needs. This position will require the flexibility to work at least several evening and weekend shifts per month when needed.
- Communicate effectively both orally and written.

## **PHYSICAL DEMANDS:**

- Lift up to 50 pounds using proper techniques
- Must have adequate vision to effectively review documents in varied formats i.e.. paper or digital
- Must have adequate hearing to respond to members and interact with public.
- Ability to stand for 5 hours
- Ability to run up to 100 yards in the event of an emergency
- Currently have excellent health and be free of communicable diseases.
- Drug free as outlined in the policy and procedure manual.

## **PROFESSIONAL EXPECTATIONS:**

The JAYS Legacy Home Care Staff will present a competent and positive image of JAYS Legacy through the professional and safe coordination of all programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

## **QUALITY ASSURANCE**

**Responsibility:** Ensure all supplementary procedures and tracking documents are up to date and accurate to ensure quality of care for our clients.

### **Duties:**

- A. Follow up with new hires to ensure they have everything they need and are comfortable in their positions.
- B. Double checking schedules and timesheets for accuracy.
- C. Periodically reviewing client files to ensure there is nothing missing.
- D. Moving former clients into previous client files.

- E. Procuring monthly schedules to clients who require them.
- F. Procuring monthly notes for families that require them.
- G. Training new staff on all person centered information and completion of hands on training through shadow observation and demonstration.
- H. Cross training existing staff to ensure adequate coverage for all client schedules.
- I. Conducting monthly onsite visits to ensure staff and clients feel supported and ensure quality care is provided. The assistant will report to AD any issues and routines implemented to ensure quality care.
- J. May be involved with completing certain tasks on special projects as delegated by their supervisor.

## Marketing

**Responsibility:** Ensure that all avenues of our marketing program are being implemented on a regular basis.

**Duties:**

- A. Implementation of posts on social media through our Canva site for both employees and services are completed in a timely fashion.
- B. Implementation of a plan set forth by the marketing company consultation is completed.
- C. Participating in or coordination of our “grassroots” marketing plan.
- D. Researching new ideas and implementing creative ways to market the company.
- E. Participating in provider or career fairs to acquire more business and staff.
- F. Contacting Dr’s and other providers that our clients have to introduce ourselves to their teams.
- G. Conducting research on possible organizations to become marketing partners and discovering contact info for key members of that organization.
- H. Promoting Social media permissions and follow up with staff to get pictures taken.

**OTHER SIGNIFICANT DUTIES:**

Performs additional responsibilities or duties delegated to him/her by the supervisor. These duties may not be specifically provided for in this job description, but they may be deemed necessary for the overall achievement of the program goals and objective.

I, \_\_\_\_\_ have read and understand the duties of this position as outlined above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date