



THE ARC OF JEFFERSON COUNTY JOB POSTING NOTICE

Job Title: Adult Day Program Coordinator	Job Code: ADC04272017
Department: Adult Day Program	FLSA Status: Exempt
Reports to: Vice President of Day/Employment Services (Teena Miles)	
Work Schedule: Fulltime Day Mon-Fri- 7:30am-4:30pm, OT as Needed	

Job Duties: Supervise staff, maintain and upkeeps records. Supervise day-to-day activities of the Adult Day Program. Oversees the writing and implementation of all training objectives for Day Program consumers. Monitors all required documentation related to training. Works with and assists unit managers and case managers in planning, developing, establishing and implementing all consumers training.

Knowledge, Skills and Abilities Required: Degree in human services or closely related field and administrative experience preferred. Valid Alabama driver's license required which must be cleared according to our insurance company's standards. Related experience preferred but not necessary.

Physical Requirements: This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume or application to: jobs@arcofjeff.com or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, Al 35212.

EOE/M/F/Vet/Disabled