



## The Arc of Central Alabama Job Posting

<b>Job Title: Adult Day Program Coordinator</b>	<b>Job Code: ADC04272017</b>
<b>Department: Adult Day Program</b>	<b>FLSA Status: Exempt</b>
<b>Reports to: Vice President of Day Programs</b>	
<b>Work Schedule: Full time Monday-Friday 7:30am-4:30pm, OT as needed</b>	

**Job Duties:** Supervise staff and maintain records; manage day-to-day activities of the Adult Day Program; oversee writing and implementation of all training objectives for Day Program consumers; monitors all required documentation related to training; 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 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 to: [jobs@arcofcentralalabama.org](mailto:jobs@arcofcentralalabama.org) or complete application and apply in person at:

The Arc of Central Alabama  
5348 Oporto Madrid Blvd S  
Birmingham, AL 35210  
Office hours: 7:30 a.m. – 4:00 p.m

**EOE/M/F/Vet/Disabled**