



## JOB DESCRIPTION

<b>JOB TITLE</b> BIC SENIOR WING DIRECTOR	<b>STATUS</b> FULL-TIME
<b>DIRECTLY SUPERVISES</b> CNAs/CAREGIVERS SUPPORT STAFF	<b>REPORTS TO</b> LEAD PASTOR
	<b>LAST REVISED</b> MAY 6, 2024

<b>JOB SUMMARY</b>	General purpose of this position
<p>This position supports the overall mission of Bethlehem Lutheran Church (<a href="http://www.bethlehemchurchgr.org">www.bethlehemchurchgr.org</a>) through its ministry, Bethlehem Intergenerational Center (BIC).</p> <p>The BIC Senior Wing Director is responsible for a wide range of services provided through the BIC, specifically as to the older adult component of the center. This position is responsible for administrative oversight related to the direct operation of the BIC Senior Wing and has integrated duties with the Early Childhood component of the BIC and serves as liaison between Senior Wing staff and BIC administration.</p>	

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	Primary duties performed, either unassisted or with reasonable accommodation. Not meant to be an all-inclusive list nor prevent other duties from being assigned as necessary.
<p><b>Leading Staff:</b></p> <ul style="list-style-type: none"> <li>• Recruits, hires, orients, supervises, leads, and coordinates Senior Wing staff, including CNAs, caregivers, and other BIC staff. Develops personal growth opportunities.</li> <li>• Ensures policies, procedures and practices are in compliance with legal and regulatory requirements.</li> <li>• Communicates job expectations with employees to achieve results; manages employee performance through coaching, counseling, and disciplining and conducts all performance evaluations for the team; prepares work schedules and ensures employees have necessary resources to succeed.</li> <li>• Maintains records for all SW staff including, but not limited to, applications, confidentiality statements, criminal record checks, and professional development certificates.</li> </ul> <p><b>Building Relationships with Senior Participants and their Families:</b></p> <ul style="list-style-type: none"> <li>• Oversees the quality of care and safety of BIC participants.</li> <li>• Works closely with the families and participants to develop and implement participants' individualized care plans.</li> </ul>	

- Ensures the execution and coordination of subcontracted services (i.e. appointments for seniors).
- Assists families/participants in locating resources for 24 hour care delivery
- Oversees overall documentation cohesiveness and accuracy in each participant's engagement and medication record.
- Investigates, tracks, and monitors all BIC participant grievances and incidents to ensure prompt resolution to issues. Elevates concerns to Lead Pastor when appropriate.

**Planning and Executing BIC Programming**

- In collaboration with the Early Childhood Wing Director, coordinates services and activities offered at the BIC to ensure regular engagement and ensure BIC is meeting state regulations and appropriate staffing ratios as it relates to licensing for child care.
- Develops and coordinates marketing to recruit and promote BIC services in the community and holds "friendly visits" for new candidates at the BIC center.
- Serves as a representative of BIC to the wider community.
- Manages and works within the BIC budget and regularly communicates with the church council and lead pastor on the center's operations and needs.
- Proactively engages with BIC administration to further program development, including participation in working committees and project development/implementation.
- Participates in the budget planning process and reviews monthly operation expenses to assure budgetary compliance to identify any budget variations as appropriate.
- Recruits and trains volunteers/interns for service at BIC with support from the volunteer coordinator and church council.
- Schedules and attends extra-curricular events such as open houses and family enrichment events.

<b>KNOWLEDGE, SKILLS, &amp; ABILITIES</b>	Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform duties of this position
<ul style="list-style-type: none"> <li>● Bachelor Degree in a health related field (i.e. nursing, social work, recreational therapy, or other related field), or associates degree with five years of relevant experience.</li> <li>● CNA certification, or obtained within 90 days of hire.</li> <li>● Experience with an adult day health center setting is preferred.</li> <li>● Experience in supervision of staff or team leadership preferred.</li> </ul> <p>Must possess the skills necessary to provide care for geriatric patients, must thrive in a team environment, must possess good organizational and supervisory skills, and have the ability to effectively handle difficult and unusual interpersonal situations. Meet a standardized set of competencies for the specific position description established by BIC.</p>	

<b>WORKING CONDITIONS AND PHYSICAL REQUIREMENTS</b>	Typical working conditions associated with this type of work and environmental hazards, if any. Thy physical effort generally associated with this position
<p><b>GENERAL</b> – Work is normally performed in a climate-controlled building where exposure to conditions of extreme temperature, poor ventilation, fumes, and gasses is very limited. Noise level is moderately loud and includes sounds of children playing and crying. There is frequent exposure to bodily fluids requiring use of Universal Precautions.</p> <p><b>PHYSICAL DEMANDS</b> – While performing the duties of this job, the individual is frequently required to walk, stand, bend, crouch, sit, see, hear, speak, and reach with hands and arms. Ability to lift or move up to 50 pounds.</p>	

The above description is a broad overview of this position and not all duties may be clearly pre-defined. This job description is in no way considered a contract of employment or an altering of the employment at-will.