



Join our Team:

Are you wanting a sense of greater purpose in your life and gain lasting relationships while growing professionally? Hawaii Island Adult Care, Inc. (HIAC) founded in 1976 is the premier and largest Adult Day Care in the State of Hawaii, with space available to serve 105 participants. We are the sole Adult Day Care facility on Hawaii Island with a current enrollment of 70 participants and the daily average attendance of 44. A growing non-profit with currently 25 employees who serve in all departments. Employees of HIAC enjoy an excellent benefit package including medical, generous paid time off, leadership training, tuition assistance to further their career.

EVERYDAY-Celebrate Life is our motto and vision for how we as an organization function and operate. HIAC takes pride in being a workplace that enable its employees to do meaningful work and empowers each member of its staff to reach their highest potential. If you are looking to be part of a dynamic team that is working to push forward a compelling mission, HIAC invites you to consider joining our growing organization by applying for the available position:

Position Title: Program Director, RN or LPN

About Hawaii Island Adult Care, Inc:

Hawaii Island Adult Care Inc (HIAC) is the leading and only non-residential adult day care on Hawaii Island. It has been our mission to care for kupuna and caregivers since 1976 and we invite you to be a part of fun, hardworking and dynamic team. Six days a week and on most holidays, HIAC provides a beautiful and safe environment for adults who need some level of daytime supervision – a day time home away from home. This second home is an adult day care for those wanting days filled with friendship, conversation, laughter, inquiry and new experiences, as well as assistance with daily living tasks like going to the bathroom, eating, bathing, grooming etc. Our program is designed to build up confidence and ability in order to maintain an independent lifestyle. Many who attend come to us with Alzheimer's disease or another forms of dementia.

HIAC provides meals, meaningful activities and general supervision based on a social (vs. medical or institutional) model of care. For participants who would otherwise stay at home alone, social stimulation and recreational activities can improve or maintain physical, emotional and cognitive function. HIAC provides transportation, personal care services, as well as caregiver support. We hold a monthly support group and respite day for caregivers. Respite care enables caregivers to work or have



a break from caregiving responsibilities. Respite Day allows caregivers time away from caregiving to get engaged in an art, food, movement or other activity.

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Job Description:

Overview:

The Program Director is responsible for overseeing all aspects of the Hawaii Island Adult Care operations, including the participant daily activities, staff hiring, scheduling and floor management, and ensuring optimal delivery of participant- and family-centered care.

The Program Director works with the other care team personnel with guidance from the Executive Director and works to develop, implement and evaluate policies and programs for HIAC to fulfill its mission and meet the needs of its clients in compliance with State of Hawaii Department of Health standards. In addition, the Program Director supervises all program and care team members (employees, contracted workers and volunteers) and ensures all work together as a team. Our Program Director is direct supervisor of the Program Department: Care Partner I (Activity Leader, CP I), Care Partner II (Certified Nurse Assistance, CP II), Lead CP II (lead supervisor of CP II team) Life Enrichment Coordinator (organizes program activities, events and lead supervisor of CP I team).

This is an exempt, at-will position, and the above summary reflects the general concept and intent of the position and should not be construed as a detailed statement of all work requirements which may be inherent in the position. Other duties may be assigned.

Responsibilities and Duties:

Program Management

- Provides overall management and direction for the day care program at HIAC.
- Responsible for the overall administration of the center and arrangement for adequate care of the participants.
- Works with Life Enrichment Coordinator(s) and Activities Leaders to develop and deliver memory care, activities, and exercises for meaningful morning and afternoon programs.



- Attend and participate in quarterly board meetings and occasional speaking opportunities in the community.

Direct Participant Care

- Conducts or oversees assessment of patients' physical, mental, and psychosocial needs including ADLs and memory care needs.
- Develop care plans to improve outcomes, increase participants' engagement in self-care, and decrease risk status.
- Utilize behavioral strategies to help participants adopt healthy behaviors and improve self-care.
- Ongoing evaluation and documentation of participant progress; document in ADS system and communicate with care staff.
- Follow up with caregivers and families as needed.
- Knowledge and competency to assess, interpret and care for the age group of 60 and over; engages in professional development and training as requested.
- Interacts with participants in a respectful, age-appropriate, and culturally-appropriate manner by honoring participant preferences and requests in concert with care plans and behavior information.
- Reports suspected abuse, neglect and/or exploitation of participants immediately per program and agency policies and procedures.
- Stays abreast of emergency procedures and/or updates for each program scenario to ensure awareness of protocols in the event of a safety incident or emergency; member of Safety Committee.

Case Management

- Oversees systems of identifying participant needs through EHR, referrals, health insurance payers, caregivers etc.
- Primary liaison between the center and participant's caregiver(s).
- Manage & maintain participant charts, care plans in assuring current medical forms/TB clearances, vaccine documentation and other documents as required with accuracy and details.
 - Administers medications to participants as deemed by physician's orders.
 - Monitor, record and report symptoms and changes in participants' condition.
 - Monitors participant's food/liquid intake and output.
 - Monitor/manage participant's personal care (shower/toileting).
- Point of contact for health concerns and COVID cases, at center.
 - Communicate effectively and courteously with caregiver/families promptly as needed.



- Responsible for updating medical policies and procedures.
- Assuring that any health changes/needs are conveyed to appropriate staff for additional monitoring and strengthening.
- Responsible for competition of participant/caregiver intakes.
- Responsible for monitoring participants' health and notifying caregivers of any concerns; point of contact for health concerns.

Staff Management & Floor Supervision

- Responsible for all aspects of the Hawaii Island Adult Care program including but not limited to hiring, orientating and training all new floor staff with approval of Executive Director.
- Primary supervisor of all floor personnel.
- Creates and manages schedule for all floor staff based on historical attendance and performance trends and ensures compliance with mandated number of staff to participant ratio.
- Plans, develops, organizes and implements all activities and services provided by the program, ensuring that established guidelines, regulations and fiscal restraints are observed.
- Develops program administrative plans and procedures.
- Ensures that participant's care plans are completed and implemented according to their individual needs; care plans are reviewed and revised accordingly.
- Employs, assigns, supervises, appraises and disciplines personnel as authorized and in compliance with employment laws.
- Schedules and facilitates regular weekly staff meetings.
- Ensures ongoing training and professional development opportunities are offered to staff.
- Assists employees in setting and periodically reviewing personal work-related goals.
- Delegates specific responsibilities to the key care team personnel and ensures all necessary tasks and responsibilities are performed.
- Determine the need for facility maintenance and repair, and notify appropriate personnel.
- Confer with medical personnel to better understand the backgrounds and needs of individual participants and keep staff up to date.
- Administer, coordinate, or recommend disciplinary and corrective actions when needed.
- Enforce rules and regulations to ensure the smooth and orderly operation of daily programs.



- Performs other related duties as assigned by the Executive Director, Business Manager and/or Office Manager.

Requirements and Qualifications:

- Graduate of an accredited school of nursing with nursing degree.
- Current State of Hawaii nursing license.
- CPR/First aid certification available upon hire.
- 2 step TB clearance and recent physical examination (annually).
- Adult Protective Services and Child Abuse Neglect clearance.
- 6+ years nursing experience, preferably in both acute and community settings, additional case management and/or home health care nursing experience a plus.
- Working familiarity of clinical nursing procedures and standards.
- Hands-on nursing with elderly and challenged adults aged A+ with physical disabilities and/or memory care needs; nursing assessment and problem identification, care plan development required.
- Leadership and managerial skills in developing care staff.
- Excellent interpersonal skills and commitment to collaborative teamwork.
- Strong verbal and written communication skills with ability to interact effectively and professionally with all levels of staff and leadership, general public, caregivers and participants; ability to build relationships with participants and caregivers and care staff.
- Strong detail orientation and demonstrated organizational skills.
- Ability to work independently and as a team player.
- Ability to work with confidential information.
- Working knowledge of Microsoft Office or Google Apps products and ability to learn other programs with training.
- Demonstrated flexibility in response to change in tasks, focus, projects, deadlines, etc.
- Proficient in electronic health record software and processes, as well as proficient knowledge of standard office software applications such as excel, word, etc.
- Ability to work simultaneously with diverse ethnic groups.

Benefits and pay range:

- Daily breakfast and lunch provided
- Closed Sundays
- Medical Insurance
- Temporary Disability Insurance
- Workers Compensation
- Life Insurance
- Tuition Assistance
- Paid holidays



- Paid vacation
- Birthday Holiday
- Sick Leave
- Bereavement Leave
- Maternity Leave
- Military Leave
- Jury/Witness duty
- Pay based on experience

Physical Requirements:

- Maintaining physical condition is necessary for light lifting and carrying up to 25lbs to be done as needed.
- Must be able to operate general office equipment and work at a desk as well as physically able to stand and move for up to 8+ hours a day.
- Physically able to assist participants in wheelchairs and walkers; able to assist unstable participants at all times particularly during fire drills and other safety and emergency incidents.
- Must be able to move tables and chairs as needed.
- Must be able to perform the duties of this position, with or without reasonable accommodation, in accordance with the law.

Expected hours of work:

This is a full-time salary position.

Additional Information:

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, age, disability, or protected veteran status.

Application Instructions:

Interested applicants should submit a cover letter and resume for consideration. Review of applications will begin immediately.

Employee: _____ Executive Director: _____

Signature: _____ Signature: _____

Date: _____ Date: _____