

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Senior Wellness and Independence (SWI) Department Manager	Grade: 8	
Reports To: Chief Operating Officer	FLSA Status: Exempt	
Supervises: : Home and Community-Based Services Officer, Pine Tree Senior Council Officer, In-Home Service Coordinator, Nurse Coordinator, Food Program Supervisor, and CASL Senior Housing Case Worker	Date Written:	Date Revised:
	3/2018	3/8/2019

POSITION SUMMARY

The SWI Department Manager reports to the Chief Operating Officer and plans and administers programs in the SWI Department, including the Adult Day Service (ADS), In-Home Service (INH), and Pine Tree Senior Council (PTSC) programs. S(he) develops and monitors programs' budgets and allocates resources in keeping abreast of any newly found ways of bringing our seniors to better health.

DUTIES AND RESPONSIBILITIES

- Develops and administrates program operations in the Senior Wellness and Independence Department and makes sure that program operations are compliant with government's, funder's and agency's policies.
- Monitors and evaluates program performances, outcomes, and service quality.
- Establishes and oversees administrative procedures to meet objectives set by the senior management.
- Analyzes proposed legislation, regulations, or rule changes to determine how programs could be impacted.
- Researches and analyzes client and community needs to determine program directions and goals.
- Prepares and maintains records and reports, such as funding proposals and reports, and bi-monthly and annual program performance reports.
- Works with the senior management to develop and execute agency's strategic plan.
- Develops, monitors, and evaluates department's strategic plan.
- Works with Development Department to develop resources to support program funding needs.

- Works with Accounting Department to develop and monitor program budgets.
 - Works with Administration Department for payroll, recruitment, employee relations, insurance, new policies, and facility needs.
 - Supervises, coaches, and develops staff members and Social Work interns.
 - Evaluates staff's job performance regularly to ensure that programs are of appropriate quality.
 - Facilitates department meetings.
 - Establishes and maintains relationships with other agencies and organizations in the community to meet community's and agency's needs.
 - Participates in CASL's fundraising events as needed.
 - Attends workshops, seminars and conferences for self-development and program improvements.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor's degree in Social Work, Non-profit Management or Human Services field from an accredited college or university. Master's degree preferred.
- At least five years of experiences in a social service agency or related organization, including supervision and administration.

Skills/Knowledge:

- Written and spoken knowledge of Chinese (Cantonese, Mandarin or Toishanese).
- Excellent English writing and speaking skills.
- Excellent computer skills: Microsoft Office.
- Have knowledge in aging services.

Physical Demands:

- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Required to occasionally lift/move objects weighing in less than 20 pounds.

Environment and Scheduling:

- Work is performed during standard business hours, Monday through Friday.
- Work is performed in an administrative office setting.
- Must be flexible and available to work additional hours when necessary.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.