

Position: Senior Center Site Supervisor

Position Summary

Under the direction of the Hidalgo Medical Services (HMS) Director of Senior Services, the Senior Center Site Supervisor (SCSS) performs functions to ensure the success of the assigned Senior Center. These functions include maintaining, monitoring and evaluating the program delivery of services by following all State and Federal guidelines and requirements. The SCSS is responsible for management of all site senior services employees as per HMS policies and procedures.

The SCSS is responsible for delivering quality service and positive interaction with our customers, visitors, and HMS employees in a courteous, respectful, and professional manner.

Position Accountabilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Responsible for daily management of employees at the Senior Center.
2. Ability to apply personnel management skills, including pro-active leadership, and progressive discipline when required.
3. Ability to provide training and guidance, as per HMS and the New Mexico Area Agency on Aging (NMAAA) policies and procedures in basic computer skills and communications tools used for the job.
4. Responsible for scheduling staff to ensure proper coverage of day-to-day operations.
5. Responsible for writing and submitting reports on the activities of the program to the Director of Senior Services and his or her designee.
6. Responsible for compiling program reports on time, accurately, and submitting them to the appropriate offices by established due dates.
7. Responsible for ensuring all backup documentation such as participant sign-in sheets, transportation forms, logs, inventories, etc. are completed and accurate.
8. Assist in the preparation and distribution of monthly calendars, nutrition education, and other literature to participants
9. Will attend out-of-town meetings, trainings, and workshops as directed by the Director of Senior Services.
10. Responsible for working collaboratively to ensure all participant assessments are completed before expiration and submitted to Senior Care Advocate within 24 hours of completion.
11. Responsible for accurate and timely reporting of service units using program rosters.
12. Responsible for accurate counting and reporting of deposits and other financial documents.
13. Responsible for performing outreach activities as needed.

14. Responsible for ensuring referrals are completed for needed services.
15. Responsible for the oversight, operation, and maintenance of company vehicles.
16. Responsible for maintaining an unrestricted driver's license.
17. Responsible for ensuring the building, furniture, and equipment are being maintained.
18. Responsible for maintaining a current NM Food Handler's Permit and providing HMS with a copy.
19. Responsible for having working knowledge of HMS and NMAA program policies and procedures.
20. Responsible for ensuring the service of one (1) balanced, one-third (1/3) nutritious, noon meal, five (5) days per week in congregate setting.
21. Responsible for ensuring the service of home-delivered meals through preparation and delivery to eligible home-bound elderly, five (5) days a week for the noon meal, following one-third (1/3) Recommended Dietary Allowances (RDA) requirements.
22. Responsible for ensuring the provision of transportation to and from the center for meals and other HMS-approved activities.
23. Responsible for providing recreational and education programs, socialization activities, and health promotional programs and services.
24. In coordination with the Director of Senior Services, provide information, referral, and benefit services available to the qualifying elderly/seniors in the community.
25. Responsible for providing outreach to expand the program and services to reach more of the elderly target population of the frail and low-income minority.
26. Responsible for providing the opportunity for the elderly to participate in decision making for the program through the site advisory council.
27. Responsible for providing necessary and required training to staff.
28. Responsible for adhering to established safety practices and standards.
29. Perform other related duties as assigned by HMS leadership.

Minimum Qualifications

- High school diploma or equivalent required.
- Language Requirement: English
- Minimum one-year experience with similar responsibilities.
- Ability to maintain effective working relationships with all clients and employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid, Unrestricted NM Driver's License
- Ability to obtain a NM Food Handler's Permit within 30 days of employment

Required Skills

- Must have excellent customer service skills
- Self-directed, detail oriented, and able to organize and manage multiple tasks/projects simultaneously
- Demonstrated skills in verbal and written communication
- The ability to meet deadlines
- Ability to promote and build teamwork
- Must have basic understanding of Windows, Outlook, Microsoft Word, and Microsoft Excel
- Must be able exercise critical thinking and excellent judgment
- Must be able to work well under pressure and with minimal supervision
- Ability to obtain certifications in Defensive Driving, CPR, First Aid, NM Food Handlers Certification, and any other trainings as required by the Area Agency on Aging

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036