

JOB POSTING SENIOR SERVICES MANAGER

INTRODUCTION

This full-time position is located at the J-Sei, Inc. office at 1285 66th Street in Emeryville. After a recent agency expansion, J-Sei seeks a team-oriented professional who will supervise nutrition services, test possible café concepts and implement new older adult wellness programs. This position requires a self-motivated genial person experienced in the field of older adults who can create community responsive offerings and work independently under general supervision to manage and expand senior programs.

NUTRITION PROGRAM DUTIES AND RESPONSIBILITIES

1. Responsible for the overall operation of the J-Sei senior congregate and home delivered meal programs.
2. Assure program compliance with all regulatory agencies.
3. Supervise one part-time volunteer and kitchen assistant who provides hands-on support in daily lunch preparations, volunteer management and client troubleshooting.
4. Responsible for volunteer recruitment, training, acknowledgement and coordination for nutrition programs and other areas as periodically needed.
5. Develop and implement Thanksgiving, Winter Party, New Year's, Asian Day lunches for seniors and annual volunteer appreciation luncheon.
6. Track and conduct intake, assessments and quarterly reassessments of home delivered meal clients for county and internal records on a monthly basis.
7. Assist in monthly invoicing of county home delivered meal contracts.
8. Work with registered dietitian and caterer to implement monthly menus that meet all regulatory standards.
9. Maintain organized, efficient, automated and up to date electronic records for daily and master client service delivery and volunteer schedule.
10. Meet or exceed all county contract requirements.
11. Purchase food and food service supplies with kitchen assistant.
12. Assure complete client records with all necessary information and documents.
13. With assistant, foster a strong team of volunteers who are well prepared, autonomous and appreciated.
14. With assistant, maintain kitchen in safe and clean manner consistent with county health standards
15. With assistant and operations manager, schedule and complete all space and equipment maintenance
16. Explore, plan, test and implement café ideas to attract J-Sei community into the building.

WELLNESS PROGRAM DUTIES AND RESPONSIBILITIES

1. Implement new wellness programs that can include a monthly Monday lecture, educational caregiver programs, health screenings, men's activities and evidence-based classes.
2. Test new wellness programs and refine to provide the most effective impact possible
3. Collaborate with other staff, volunteers and agencies to create and deliver wellness care options
4. Plan wellness programs with feedback of other staff for ideas on speakers, topics etc.
5. Continually investigate service and care options emerging in the old adult service field and evaluate opportunities for J-Sei program expansion
6. Maintain and report participant statistics to appropriate funding sources (including other social service programs) on a monthly basis.
7. Perform related agency public relations including the preparation information and articles for the agency's newsletter.
8. Other duties as requested by the Executive Director.

REPORTING RELATIONSHIP

The Executive Director provides overall supervision of the position. Evaluations are conducted by the Executive Director.

QUALIFICATIONS

1. Minimum 2 years management and coordination experience.
2. Minimum 2 years experience in the field of older adult services.
3. MSW degree or graduate degree in a related field desirable but additional experience/training may be substituted for Masters degree.
4. Minimum 2 years working independently and supervising staff/volunteers.
5. Experience in food service preferred.
6. Knowledge of and experience with Japanese American community is desirable.
7. Bi-lingual in Japanese/English helpful, but not required.
8. Collaborative approach to achieving goals
9. Strong communication, listening and people skills, and the charisma and dynamism necessary to project and promote the J-Sei mission to seniors, volunteers and general community
10. Ability to multi-task and prioritize multiple day-to-day operations in a fast paced environment

11. Demonstrated leader with ability to execute
12. Ability to occasionally move files and supplies up to 25 pounds
13. Valid California driver's license, auto insurance and a safe driving record.

To Apply:

Please email your cover letter and resume to Diane@j-sei.org. Applications will be accepted until the position is filled.