

## **HUMBOLDT SENIOR RESOURCE CENTER Job Description**

**JOB TITLE:** Assistant Director of PACE  
**DEPARTMENT:** Redwood Coast PACE  
**REPORTS TO:** Director of PACE  
**FLSA STATUS:** Exempt/Salary  
**APPROVED:** **June 2021**

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**JOB SUMMARY:** Under the direction of the PACE Director, and within the framework of established policies, principles, and practices, is responsible for the planning, development and administration of PACE Interdisciplinary teams and PACE centers.

### **ESSENTIAL DUTIES AND RESONSIBILITIES:**

1. Provides leadership in the development and implementation of strategic plans for PACE, including definition of goals and mission, products, and services.
2. Provides broad-based, long-range leadership to the Management Team. Supervises and guides the Center Management Team so they work together as an effective whole to implement the mission, and business and operational goals.
3. Supports program and policy development.
4. Working closely with the PACE Director, reviews the annual operating budget, ensuring fiscal integrity and meeting budget targets.
5. Analyzes and evaluates claims processing/payment system. Implements structures and processes to optimize reimbursement and reporting.
6. Hires and supervises key interdisciplinary team and center staff.
7. Works with the PACE Management Team and administrative staff to monitor and promote positive relationships.
8. Organizes, implements, and monitors department functions including service delivery, contractor network, and quality assurance infrastructure and claims payment system.
9. Directs the development and maintenance of medical records and computerized data collection.
10. Complies with all policy and procedures.
11. Oversees use of the electronic medical record, ensuring appropriate training, compliance, and documentation.
12. Along with the PACE Director, facilitates audit preparation, participation, response, and implementation of required corrective actions.
13. Oversees DME contractor services, ensuring cost efficiencies.
14. Works closely with other departments to provide integrated services for participants.
15. Assures compliance with Federal, State, and local regulatory and licensing standards. Maintains relationships with Federal, State, and local government agencies and elected officials.
16. Directs the development and implementation of quality protocols, policies and procedures, customer satisfaction surveys, participant grievance procedures, and enrollment/disenrollment procedures.

17. Oversees the safety and health of participants and employees. Promotes safe work practices, conducts environmental rounds, responds to accidents/injuries, and intervenes when conditions pose an immediate threat.
18. Continually seeks better ways for delivering services and communicating with participants.
19. Demonstrates respect for and promotes participant rights including dignity, self-determination, access to care, confidentiality, and independence.
20. Attends Participant Advisory Committee and follows up on recommendations.
21. Promotes learning by welcoming dialogue and promoting agreement by consensus.
22. Effectively collaborates with staff peers and contractors to meet goals.
23. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
24. Acts in a manner consistent with agency values.

### **EDUCATION &/or EXPERIENCE:**

1. Bachelor's degree in Health Care Administration, Public Health, Gerontology, or related fields required.
2. Master's degree in Health Care Administration, Public Health, Gerontology, or related fields preferred.
3. Minimum five (5) years' experience in developing and managing a program for older adults, including strategic planning, budgeting, marketing, and resource development.
4. Minimum five (5) years' experience supervising professionals and paraprofessionals in long-term care.

### **LICENSES OR CERTIFICATES:**

1. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition and insured for State minimum liability requirements that can be used for the applicable job functions.

### **PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check.

### **JOB SKILLS:**

1. Ability to complete duties within an agreed upon time frame and to adjust personal schedule if required.
2. Proficiency in delivering age-specific care.
3. Knowledge and experience in working with governmental bodies, organizations and systems that set policy and advocate for human service.
4. Adapts appropriately to change of priorities and workload.
5. Maintains a consistent level of productivity.
6. Demonstrates sound written and verbal communication skills to convey information effectively.
7. Maintains a positive attitude balance in relationships with others.
8. Ability to analyze data and detailed requirements to assist with decision making.

9. Ability to provide leadership in activities that link the department to its communities.
10. Understanding of budgeting and fiscal issues.
11. Excellent interpersonal interactions that result in team building, successful negotiation, and conflict resolution. Demonstrates effective social interaction with co-workers, management, Board members and business and community contacts.
12. Skills to influence program policy, solve problems, and develop and oversee programs.
13. Embraces diversity and has knowledge of cultural factors affecting care of diverse ethnic groups.
14. Ability to work well both independently and with others in a complex environment.
15. Excellent judgment, high integrity, creativity, flexibility, and initiative, along with the ability to inspire and orchestrate all phases of an organization's efforts.

**PHYSICAL REQUIREMENTS:**

1. Ability to sit at a desk and interact with a computer screen for extended periods of time.
2. Hand and arm strength sufficient to operate a keyboard for several hours each day.
3. Ability to lift up to 15 pounds.
4. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other Agency worksites.

**Analysis of Physical Demands:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
Under 10 lbs.			X			Reach over shoulder			X		
11-20 lbs.		X				Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl		X			
						Kneel		X			
<b>Pushing/Pulling</b>						Squat		X			
Under 10 lbs.			X			Sit					X
11-20 lbs.		X				Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces			X		
51-100 lbs.	X					Walk-Slippery Surfaces			X		
Over 100 lbs.	X					Stand			X		
<b>Other</b>						<b>Driving</b>			X		
Keyboard/Ten Key					X						
Fingering (Fine dexterity)					X						
Handling (grasping, holding)					X						
Repetitive Motion-Hands					X						
Repetitive Motion-Feet		X									

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.*

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Employee Signature

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Date