

USC Leonard Davis School of Gerontology

Job Posting: On Lok Senior Health Services May 10, 2006

Job Position: Program Manager

Organization Overview:

On Lok, a group of five affiliated non-profit organizations, is dedicated to providing quality and affordable services for the well-being of the elderly and their families through a full spectrum of healthcare and community programs.

Job Qualifications:

- BA/BS in health related field required; Master's degree preferred
- Two years experience in program operations/administration/supervision/financial management
- Four years experience working with elderly population
- Experience in managed care setting preferred
- Skilled facilitator with excellent communication and interpersonal skills
- Self-directed, flexible, organized problem-solver with ability to take risks
- Ability to bring broad perspective on health and social issues to day-to-day operations
- Ability to work within a multidisciplinary team
- Computer literate

Job Description and Duties:

Under the supervision of the Director of Program Operations of On Lok Senior Health Services, the Program Manager is responsible for managing center operations, service delivery, quality of care, staffing and finances.

1. Advance the goals and objectives of the organization.
2. Provide leadership to the multidisciplinary team and individual staff, and facilitate the development of participant treatment plan, identify need for new services and innovative ways to provide care, and improve efficiency and effectiveness of services.
3. Meet or exceed center-based performance goals as related to quality of care; implement quality improvement plan with team; develop and implement new roles, which support efficient service delivery.
4. Hire, develop, train and maintain staffing necessary to provide quality care in accordance with goals and organizational guidelines; maintain required licenses.
5. Participate in establishing financial projections and monitor center performance; identify problem areas and trends and develop appropriate interventions to resolve problems.
6. Serve as effective link between On Lok's administration and the center staff, keeping open avenues of communication and collaboration.

7. Work collaboratively with other center managers, specialists and centralized service managers on issues related to quality, efficiency and cost effectiveness.
8. Facilitates change as an opportunity for growth, learning and development.
9. Other related duties as assigned.

Contact:

Regular Full Time status with excellent benefits including choice of Health Plans, Dental, Vision, Life Insurance & Company Matching Retirement Plan

On Lok Senior Health
Human Resources Department
1333 Bush Street
San Francisco, CA 94109

To apply for this position, please submit your resume to
hr@onlok.org or fax (415) 292-8745.
Please be sure to reference the position you are applying for.
Visit our website at www.onlok.org for more information.