

House District _____

Senate District _____

THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 93-C

For Legislature's Use Only

Rec'd JAN 28 2011

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

St. Francis Healthcare Foundation of Hawaii
Dbas:

Street Address: 2228 Liliha St., Suite 205

Mailing Address: Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHERYL TAMURA

Title Development & Communication Director

Phone # 547-8032

Fax # 547-8034

e-mail ctamura@stfrancishawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ST. FRANCIS INTERGENERATIONAL CENTER

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$1,000,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 2,600,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

SIGNATURE

SISTER WILLIAM MARIE ELENIKI, OSF, CHIEF ADMINISTRATOR

NAME & TITLE

1/28/11

DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. Description of Applicant's Background

St. Francis Healthcare System of Hawaii is sponsored by the Sisters of St. Francis of the Neumann Communities of Syracuse, New York. The Sisters' rich history began in 1883 with the arrival of Blessed Marianne Cope and six Sisters from Syracuse, at the request of King David Kalakaua and Queen Kapiolani to care for those afflicted with Hansen's disease. Since their arrival 127 years ago, the Sisters of St. Francis have been caring for the people of Hawaii by initiating numerous programs and services.

The Sisters of St. Francis have administered several hospitals and are most known for founding St. Francis Hospital in 1927 to care for the poor and needy and St. Francis Medical Center-West in 1990 to serve patients in the West Oahu communities. In addition, they have led the health care industry with the introduction of numerous health care services and programs that include: home health care (1962); renal dialysis (1965); kidney transplants (1969); cancer rehabilitation (1973); hospice care (1978); heart transplants (1987); bone marrow registry (1989); intergenerational adult day care (1996); palliative care (2008); and telehealth monitoring on Kauai (2008) and on Oahu (2009).

St. Francis Healthcare Foundation of Hawaii, a non-profit subsidiary of St. Francis Healthcare System, coordinates fund development efforts to support all programs and services, as well as manages investments.

2. Goals and Objectives

- Construct adult day care facility to support intergenerational learning environment on Ewa parcel adjacent to independent senior living community.
- Meet the need for early childhood education in the growing Leeward/West Oahu communities.
- Support the facility with no permanent debt to ensure low operating costs to serve low-income groups.

3. Public Purpose and Need

The City and County of Honolulu's Consolidated Plan identifies the need and priority for elderly services and youth services.

The U.S. Census Bureau projects that by 2030 the elderly population will represent 20% of the population of each county, the state and the nation with one out of every five individuals being aged 65 and older. The average life expectancy will increase to 80 years old.

Unfortunately, however, many suffer the effects of aging and require support. Families bear most of the burden of caregiving with nearly 19 hours of care per week provided by

working family members. While this forestalls having to pay for costly outside help, this results in an increase in workplace absences and decreased productivity, amounting to millions of dollars in loss for Hawaii employers.

The lack of sufficient long-term care providers and the costs associated with long-term care make it inaccessible and cost prohibitive for many in our state. Hawaii has among the lowest number of long-term care beds in the nation with the 3rd highest cost of nursing home care in the country. The average cost of a nursing home is approximately \$107,000 per year; 24/7 in-home nursing is about \$185,000 per year; and assisted living ranges from \$60,000 to \$90,000 per year with upfront costs as high as \$900,000. These costs are out of reach for most older adults and their families who live on fixed incomes.

With Hawaii's growing elderly population and more families facing the reality of caring for aging parents or relatives, there is an increased need for services for the elderly and their caregivers.

St. Francis Healthcare System proposes to build the St. Francis Intergenerational Center in Ewa Villages, Oahu, which will provide quality day care services for both targeted populations under one roof. Some older adults don't see their grandchildren, and likewise, some children do not see their grandparents. This intergenerational setting will provide rich experiences for the young and old to learn from each other. The proposed center will offer adult and child day care services, both housed in a one-story, 13,000-square-foot building, featuring separate entrances and spaces for the older adults and children. A common area lounge and an expansive yard will promote intergenerational commingling of the two groups for shared activities such as cultural celebrations and traditions, arts and music. At the adult day facility, services will include supervised support and assistance with activities of daily living. The preschool will develop and implement a Montessori-based program that will provide children with fun learning opportunities and a positive experience in preparation for kindergarten.

Results have shown that enrollment in an adult day facility delays the need for institutionalization and is also less costly. As importantly, the adult day facility will also provide caregiver support and respite to alleviate the stresses of 24/7 caregiving.

4. Target Populations

The older adult population of Oahu continues to increase in numbers, while also having a longer life expectancy, outpacing national trends on the rate of aging. Statistics in Health Trends in Hawaii, "A Profile on the Health Care System," reported that Hawaii's elderly population increased from only 5% in 1960 to 14% in 2003, while the nation's population growth only increased from 9% to 12%. Additionally, the 76-plus group increased 35% nationally while Hawaii's numbers increased by 95%, indicating a much greater life expectancy in Hawaii compared to mainland states. In fact, by 2020 – just nine years from now – one in every four Oahu residents will be over the age of 60. This is a progressive trend when community resources are struggling to meet community needs.

Statistics also show that in 2005, 84,150 people resided in Leeward Oahu, and the population is projected to increase to 173,170 by 2025 (The City of Kapolei, 2009). Additionally, Hawaii's cost of living for a family of four is 25% higher than the national average – many parents must work and cannot afford to stay at home with their children.

With an accelerated population growth and a majority of Leeward Oahu's parents working, more preschools are needed to ensure area children have access to quality early childhood education.

The St. Francis Intergenerational Center will provide adult day care for older adults who have some form of dementia, cannot be left safely at home and may need assistance with their activities of daily living. The program's focus on socialization and mental stimulation is designed to enhance the participants' quality of life and prevent depression and isolation. It will be licensed for a maximum daily attendance of 35 participants but will serve up to 50 clients ages 62+—presuming that not all clients will attend every day.

At full capacity, St. Francis Preschool will enroll up to 96 children ages 2 3/4 to 6 years of working families each year from the Leeward/West Oahu areas. It will be designed to provide young children with a firm foundation for future learning.

5. Geographic Coverage

The proposed center will be in close proximity to the planned growth areas of Kapolei and Ewa. Both day care facilities anticipate serving residents who live within a 2-mile radius.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

Project Management

Pamela Witty-Oakland, chief administrator of St. Francis Residential Care Community, oversees project management for the proposed intergenerational day care facility. She is responsible for overseeing and coordinating all required contracts for project development and management, interacting with government agencies on contracts, permits and land use requirements, and planning programs and facilities development of residential property and program implementation. Her experience includes development oversight of the \$40 million Franciscan Vistas Ewa senior low- to moderate-income rental community, which is currently accepting tenant applications.

Architect

Michael Kujubu, managing partner of Alakea Design Group, serves as the architect consultant responsible for overseeing all aspects of the project including the planning, architectural design, securing the necessary permits, and construction management. Alakea Design Group is also the architect for the Franciscan Vistas Ewa senior independent living community. Kujubu has more than 42 years of experience in architectural design and planning.

Engineering

R.M. Towill Corporation will be responsible for providing surveying and engineering services, assessing infrastructure needs and coordinating with structural and environmental engineers. The firm provided engineering services for Franciscan Vistas Ewa. Gordon Ring will hold the lead role on the project.

Landscape Architect

Michael Miyabara, principal of Miyabara Architects, is responsible for landscape planning and design, land use planning, urban design, and environmental analysis. The firm's experience includes various types of development such as affordable rental housing, senior residences, and multi-family and single-family communities.

2. Projected Timeline (Based on full GIA funding)

- Planning and design study completed between January and June 2010.
- Construction will begin by late 2011/early 2012.

3. Quality Assurance and Evaluation Plans

- Confirm funding sources and complete due diligence.
- Complete planning and facility design.
- Submit construction plans to City Department of Planning and Permitting for permits.
- Obtain building permits.
- Break ground for construction of facility.
- Complete construction.
- Obtain licenses/operating permits as required.
- Hire staff to carry out operations.
- Begin operations and work towards capacity.

4. Measures of Effectiveness

The effectiveness of the project will be measured by the timeliness of the construction of the new facility. In addition, the project will be evaluated based on construction staying within the proposed budget. Programs within the new center will be monitored and measured for effectiveness by the Program Directors, System Chief Executive Officer and Board of Directors.

III. Financial

Budget

1. See attached

2. Anticipated Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$500,000	\$500,000			\$1,000,000

INTERGENERATIONAL DAY CARE CENTER

USES

Land Acquisition

1.25 acres of TMK 9-1-126:009 \$ 650,000

Improvements

Plan, design and construct building 10,000 sf @ \$375sf \$ 3,750,000
 Legal, environmental, permitting \$ 550,000
 Site Infrastructure @ \$850,000 per acre \$ 1,054,000
 Furniture, Fixtures and Equipment \$ 750,000
 Landscape and Hard Scape \$ 525,000
 Contingency @ 10% \$ 721,000

TOTAL \$ 8,000,000

Timeline

Jan - Jul 2010 Land Subdivision
 Aug - Jan 2011 Design improvements
 Feb - Jul 2011 Permitting
 Aug - Feb 2012 Construction

SOURCES

Weinberg Foundation \$ 2,000,000
 Community Development Block Grant \$ 2,000,000
 United States Department of Agriculture \$ 500,000
 Anonymous (at request of donor) \$ 100,000
 State of Hawaii \$ 1,000,000
 Samuel and Mary Castle Foundation \$ 50,000
 St. Francis Healthcare Foundation \$ 450,000
 Private Donors \$ 1,900,000
\$ 8,000,000

Secured
 Submitted 10/4/10
 To be submitted
 Secured
 Grant-in-Aid request
 Secured
 Secured
 Appeal to donors ongoing

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: St. Francis Healthcare Foundation

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
	PLANS	375,000				
LAND ACQUISITION	650,000					
DESIGN	550,000					
CONSTRUCTION (Offsite @ \$850,000)	425,000	600,000	1,000,000	2,000,000	1,650,000	
EQUIPMENT				750,000		
TOTAL:	2,000,000	600,000	1,000,000	2,750,000	1,650,000	0
JUSTIFICATION/COMMENTS:						

**ST. FRANCIS INTERGENERATIONAL DAY CARE
Funding Commitments**

Task	Goal	Status	Comments
Harry and Jeanette Weinberg Foundation	\$2,000,000	Secured	Documentation on request
Anonymous (at request of donor)*	\$ 100,000	Secured	
Samuel & Mary Castle Foundation	\$ 50,000	Secured	
St. Francis Healthcare System (SMILE)	\$ 125,000	Secured	
St. Francis Healthcare Foundation	\$ 325,000	Secured	
Submit Grant Requests to the following Foundations: Atherton Family Foundation First Hawaiian Bank Foundation McInerny Foundation James Campbell Co.'s Community Fund United States Department of Agriculture Other Smaller Foundations	\$ 1,400,000	Applications in draft pending submittal timelines.	St. Francis has contracted fundraising professionals to ensure that grant requests meet submittal deadlines.
Individuals	\$1,000,000	Ongoing	Fundraising efforts are on-going with private donors for donor-specific naming opportunities within the proposed facility.
Secure CDBG Funding	\$2,000,000	Submitted	St. Francis is working with financial institutions to secure interim financing to meet the CDBG timeline.
Secure Grant in Aid Funding	\$1,000,000	Submitted	A grant in aid of \$1,000,000 serves to complete the funding gap, and will enable St. Francis to commence construction of the project.
Total Funds Anticipated	\$8,000,000		

3. Other Funding Sources - see attached

IV. Experience and Capability

A. Necessary Skills and Experience

St. Francis Healthcare System of Hawaii, in collaboration with the Sisters of St. Francis, opened and has operated the Sister Maureen Intergenerational Learning Environment, also known as Franciscan Adult Day Center, in Manoa since 1996.

At Franciscan Adult Day Center, the average age is 84 years. The average length of stay for its participants is four to five years, while the national average is two years. This could be due to the fact that Hawaii's residents are living longer. Results have shown that enrollment in an adult day program delays the need for institutionalization and is also less costly. As importantly, the adult day facility will also provide caregiver support and respite to alleviate the stresses of 24/7 caregiving.

In addition to health care, the Sisters have served an instrumental role in opening or operating schools that provide children a rich foundation of learning that serve them well all their lives. Among the schools within the Sisters' education ministry have been St. Francis School and Mother Marianne Cope Preschool in Manoa, Our Lady of Perpetual Help in Ewa Beach, Our Lady of Good Counsel in Pearl City, St. Michael's in Waialua, Sacred Hearts in Lahaina, and St. Joseph's in Hilo.

With the guidance of visionary leaders, the Sisters of St. Francis recognized West Oahu as the fastest growing area on Oahu. In 2003, they purchased 23 acres of vacant, uncultivated land in historic Ewa Villages with plans to build a master-planned community. The Sisters also recognized that by 2020, one in four Hawaii residents will be 60 years and older. One of the first projects for this parcel is an independent living community, Franciscan Vistas Ewa, which is currently under construction. This \$40 million project, when fully completed in May 2011, will feature 149 senior rental apartments in six buildings and a 5,000-square-foot community center.

B. Facilities

The Sisters of St. Francis and St. Francis Healthcare System have a proven track record of building facilities. They were responsible for finding funding to found the two former St. Francis Medical Centers in Liliha and Ewa Beach, respectively. St. Francis also opened Hawaii's first two freestanding inpatient hospice facilities, The 12-bed Sister Maureen Keleher Center in Nuuanu and The 24-bed Maurice J. Sullivan Family Hospice Center in Ewa Beach. St. Francis also built four medical office buildings and various satellite dialysis facilities.

St. Francis proposes to build the St. Francis Intergenerational Center on 1.246 acres in Ewa Villages, adjacent to its 149-unit Franciscan Vistas Ewa affordable senior independent living community. St. Francis will comply with ADA accessibility

guidelines for its adult and child day care facilities relating to aspects of accessibility, from space allowance, ramps and doorways, to restrooms.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

See draft Job Description and Performance Evaluation forms for program director and activity coordinator. The adult day facility's staff would include a program director, activity coordinator and support staff based on the number of clients; the preschool's staff would include a director, teachers and teacher's assistants based on student-teacher ratio in compliance with the guidelines of the State Department of Human Services. GIA funding would not go towards staffing expenses.

VI. Other

A. Litigation

N/A

B. Licensure or Accreditation

St. Francis Healthcare System will obtain licenses/operating permits as required in second quarter of 2012 if GIA funding is approved.

PROGRAM DIRECTOR
JOB DESCRIPTION & PERFORMANCE EVALUATION
 St. Francis Intergenerational Day Care

Name: _____ Date of Hire: _____

Status: _____ Unit: _____ Due Date: _____

Type of Evaluation: () Introductory () Probationary () Annual () Other
 By: () Supervisor () Self _____

Performance Standards : PROGRAM DIRECTOR * Critical Indicator	Below Std	Meet Std	Above Std	NA
<i>I. ESSENTIAL JOB FUNCTIONS AND DUTIES</i>				
A. ATTENDANCE: * Adheres to attendance and punctuality standards as defined in Franciscan Adult Day Center Policy.				
B. MANDATORY REQUIREMENTS:				
1. * Attends mandatory meetings of SMILE Advisory Committee.				
2. * Insures the appropriate and respectful use of the facilities at St. Francis Convent Manoa. Addresses all concerns and requests of resident sisters.				
3. * Attends and participates in scheduled training and educational classes to maintain current certification/competency.				
4. * Completes physical examination and TB test.				
5. * Maintains current certification in cardiac life support as required by job category.				
C. PROMOTES POSITIVE DEPARTMENTAL WORKING CONDITIONS:				
1. Treats other staff members courteously and with respect.				
2. Accepts assignments willingly, including providing services to clients and assisting program assistants.				
3. Accepts constructive criticism in a positive manner.				
4. Participates in performance improvement activities.				
5. Follows Center's policies and procedures to complete and perform work assignments.				
6. Cooperates with other Center personnel to ensure that care is maintained to meet the needs of the participant.				
7. Schedules and chairs program staff meetings.				
8. Functions effectively as a team member.				
9. Speaks English in program areas unless requested for				

Performance Standards : PROGRAM DIRECTOR * Critical Indicator	Below Std	Meet Std	Above Std	NA
participant benefit.				
D. COMMUNICATES EFFECTIVELY:				
1. Informs supervisor regarding the status of assignments.				
2. Communicates well with other staff.				
3. Completes weekly schedules in an accurate/timely manner.				
E. PROGRAM JOB DUTIES AND FUNCTIONS:				
1. Participant Screening and Recruitment:				
a. Assessment:				
• Interviews, hires, disciplines, and evaluates all staff and volunteers, ensuring that admission criteria are met.				
• Coordinates admission of participants with all appropriate team members.				
• Collects and maintains all client paperwork as required by Department of Human Services.				
• Understand needs and functional levels of each client as indicated in application form and health and physical form and by verbal communication from family members.				
b. Planning:				
• Directs participant assessment planning meetings for development of appropriate activities and supervision.				
• Ensures that care and activity provided by staff is in accordance with participant's wishes and meets needs as identified in the assessment.				
• Obtains information for the activity plan development that prescribes interventions to attain expected and measurable outcomes.				
• Involves the participant/family in planning activity programs when possible.				
• Writes grants and proposals to secure additional sources of funding where possible and appropriate.				
c. Implementation:				
• Ensures that all program activities and services provided meet all state requirements (Department of Human Services) and industry standards for adult day care.				
• Implements a therapeutic social and activity program to maximize the functional capabilities of each client.				
• Implements the interventions as directed in the activity plan and collaborates with other staff members to achieve goals				

Performance Standards : PROGRAM DIRECTOR * Critical Indicator	Below Std	Meet Std	Above Std	NA
and objectives of a comprehensive therapeutic activity plan.				
• Ensures that all program staff is aware of the participant's needs and that the needs and functioning level of the participant are considered in providing daily activities.				
d. Evaluation:				
• Reviews participant files and records to evaluate participant progress and condition.				
• Revises the program's therapeutic activity plan each time there is a change in the participants' status.				
• Evaluates changes in clients' behavior or functional level.				
• Provides consultation and direction to staff as needed to achieve expected outcomes.				
e. Provides direct client care and supervision as necessary.				
2. Documentation:				
a. Ensures that all documentation in the client file, including physical examination and TB clearance, is completed according to State requirements.				
b. Ensures that all event changes in client status are documented in the participant record by CNA staff.				
3. Activity Program:				
a. Develops and maintains a monthly activity schedule.				
b. Supervises therapeutic art and craft activities, which are suitable for participant's abilities and age.				
c. Schedules movies, entertainment, excursions, plans parties and provides games.				
d. Assists in providing reading material, puzzles, games and amusements for free time.				
e. Supervises program assistants to help with crafts and other projects				
f. Provides adequate mental stimulation through games, puzzles, current events, etc.				
g. Provides safe, appropriate exercise activities and gross motor skill activity at least once per day.				
4. Participant Safety:				
a. Intervenes into potential and actual problem situations regarding participant care and notifies/directs appropriate staff.				
b. Ensures that staff maintains a safe environment and follows				

Performance Standards : PROGRAM DIRECTOR * Critical Indicator	Below Std	Meet Std	Above Std	NA
established safety precautions (equipment, universal precautions, condition of facility, use of personal protective equipment, and infection control).				
c. Ensures that staff executes emergency procedures (Fire drill, disaster drill, CPR, etc.) and functions safely.				
5. Administrative/Supervisory:				
a. Establishes activity program goals & objectives.				
b. Participates in development, implementation and enforcement of policies/procedures that support participant care that are in compliance with regulatory guidelines.				
c. Is listed on licensure documents with Dept. of Human Services as the individual in charge.				
d. Develops & maintains an ongoing Quality Improvement program for activity program.				
e. Shops for and maintains inventory of supplies needed for Activity Program.				
f. Participates in orientation, teaching and development of personnel.				
g. Develops schedules and assignments of activity staff to ensure a full, active program day.				
h. Manages monthly petty cash fund for activities supplies and ensures cost containment within budgetary allowances.				
i. Submits reports and recommendations to Administrator concerning activity program as requested/needed.				
6. Maintains Standards of Professional Practice				
a. Performance Evaluation				
1) Evaluates his/her own practice in relation to professional practice standards and relevant regulations.				
2) Establishes written goals for professional growth.				
b. Education				
1) Maintains knowledge and skills to keep current with assessment requirements, activity skills and current certification.				
2) Participates in in-service training of facility staff and volunteers regarding activity programs.				
3) Implements and maintains an effective orientation program for new employees of the department and facility volunteers.				

Performance Standards : PROGRAM DIRECTOR * Critical Indicator	Below Std	Meet Std	Above Std	NA
c. Collegiality: Contributes to the professional development of staff by participating in orientation and teaching of staff.				
d. Ethics: Decisions and actions are guided by standards delineated in the Participant's Bill of Rights:				
1) Confidentiality				
2) Respect & privacy				
3) Autonomy & dignity				
4) Information , consent, advocacy & referrals				
5) Freedom from restraints				
e. Documents any reports of participant complaints or grievances including actions and status of complaints to the Director.				
f. Leadership:				
1) Directs activity staff and volunteers as appropriate and evaluates performance.				
2) Make sound decisions and engages in positive/productive problem solving.				
II. OTHER JOB FUNCTIONS AND DUTIES				
A. Attends additional in-service and training sessions for personal professional development.				
B. Attends and participates in surveys, meetings and committees as requested.				
C. Writes and updates policies and procedures for development, use and implementation of participant activities.				
D. Participates in community planning related to interests of the Center and the service needs of the participant.				
E. Performs other duties as required.				

GOALS:

- Checklist new participants documentation
- Individual assessment/planning

THE PERFORMANCE EVALUATION HAS BEEN REVIEWED BY:

SUPERVISOR: _____ TITLE: _____

DATE: _____

EMPLOYEE: _____ TITLE: _____

DATE: _____

9/07

**ACTIVITY COORDINATOR
JOB DESCRIPTION & PERFORMANCE EVALUATION**

St. Francis Intergenerational Day Care

Name: _____ Date of Hire: _____

Status: _____ Unit: _____ Due Date: _____

Type of Evaluation: Introductory Probationary Annual Other
 By: Supervisor Self _____

Performance Standards : ACTIVITY COORDINATOR * Critical Indicator	Below Std	Meet Std	Above Std	N/A
<i>I. ESSENTIAL JOB FUNCTIONS AND DUTIES</i>				
A. ATTENDANCE: * Adheres to attendance and punctuality standards as defined in Franciscan Adult Day Center policy.				
B. MANDATORY REQUIREMENTS: 1. * Attends and participates in scheduled training and educational classes to maintain current certification/competency. 2. * Completes physical examination and TB test. 3. * Maintains current certification in cardiac life support as required by job category.				
C. PROMOTES POSITIVE DEPARTMENTAL WORKING CONDITIONS: 1. Treats other staff members courteously and with respect. 2. Accepts assignments willingly, including providing services to clients and assisting program assistants. 3. Accepts constructive criticism in a positive manner. 4. Participates in performance improvement activities. 5. Follows Center's policies and procedures to complete and perform work assignments. 6. Cooperates with other Center personnel to ensure that care is maintained to meet the needs of the participant. 7. Participates in program staff meetings. 8. Functions effectively as a team member. 9. Speaks English in program areas unless requested for participant benefit.				
D. COMMUNICATES EFFECTIVELY: 1. Informs supervisor regarding the status of assignments. 2. Communicates well with other staff. 3. Completes weekly schedules in an accurate/timely manner.				

Performance Standards : ACTIVITY COORDINATOR * Critical Indicator	Below Std	Meet Std	Above Std	N/A
<p>E. PROGRAM JOB DUTIES AND FUNCTIONS:</p> <p>1. Participant Care:</p> <p>a. Assessment: Understand needs and functional levels of each client as indicated in application form and health and physical form and by verbal communication from Director and family members .</p> <p>b. Planning:</p> <p>1) Obtains information for the activity plan development that prescribes interventions to attain expected and measurable outcomes.</p> <p>2) Ensures that activity provided is in accordance with participant's wishes and meets needs as identified in the participant's assessment.</p> <p>3) Involves the participant/family in planning activity programs when possible.</p> <p>c. Implementation:</p> <p>1) Implements the interventions as directed in the activity plan and collaborates with other staff members to achieve goals and objectives of a comprehensive therapeutic activity plan.</p> <p>2) Ensures (with the help of the Director) that all program staff are aware of the participant's needs and that the needs and functioning level of the participant are considered in providing daily activities.</p> <p>d. Evaluation:</p> <p>1) Reviews and revises the program's therapeutic activity plan each time there is a change in the participants' status.</p> <p>2) Informs Director of any changes in clients' behavior or functional level.</p> <p>2. Activity Program:</p> <p>a. Develops and maintains a weekly activity schedule.</p> <p>b. Plans therapeutic art and craft activities which are suitable for participants abilities and age.</p> <p>c. Schedules movies, plans parties and provides games.</p> <p>d. Assists in providing reading material, puzzles, games and amusements for free time.</p> <p>e. Instructs and supervises program assistants to help with crafts and other projects</p> <p>f. Provides adequate mental stimulation through games, puzzles, current events, etc.</p> <p>g. Provides safe, appropriate exercise activities and gross motor skill activity at least once per day.</p>				

Performance Standards : ACTIVITY COORDINATOR * Critical Indicator	Below Std	Meet Std	Above Std	N/A
<p>4. Participant Safety:</p> <ul style="list-style-type: none"> a. Intervenes into potential and actual problem situations regarding participant care and notifies Director when appropriate. b. Maintains a safe environment and follows established safety precautions. of facility). c. Executes emergency procedures (Fire drill, disaster drill, CPR, etc.) and functions safely. 				
<p>5. Administrative/Supervisory:</p> <ul style="list-style-type: none"> a. Establishes activity program goals & objectives. b. Participates in development, implementation and enforcement of policies/procedures that support participant care that are in compliance with regulatory guidelines. c. Acts as Interim Program Director in the absence of the Director. Is listed on licensure documents with Dept. Of Human Services as the individual in charge in absence of Director. d. Develops & maintains an ongoing Quality Improvement program for activity program. e. Shops for and maintains inventory of supplies needed for Activity Program. If unable to secure needed materials or supplies, refers matter to attention of Director. f. Participates in orientation, teaching and development of personnel. g. Develops schedules and assignments of activity staff to ensure a full, active program day. h. Manages monthly petty cash fund for activities supplies and ensures cost containment within budgetary allowances. I. Submits reports and recommendations to Director concerning activity program as requested/needed. <p>6. Maintains Standards of Professional Practice</p> <ul style="list-style-type: none"> a. Performance Evaluation <ul style="list-style-type: none"> 1) Evaluates his/her own practice in relation to professional practice standards and relevant regulations. 2) Establishes written goals for professional growth. b. Education <ul style="list-style-type: none"> 1) Maintains knowledge and skills to keep current with assessment requirements, activity skills and current certification. 2) Participates in in-service training of facility staff and volunteers regarding activity programs. 3) Implements and maintains an effective orientation program for new employees of the department and facility volunteers. c. Collegiality: Contributes to the professional 				

Performance Standards : ACTIVITY COORDINATOR * Critical Indicator	Below Std	Meet Std	Above Std	N/A
<p>development of staff by participating in orientation and teaching of staff.</p> <p>d. Ethics: Decisions and actions are guided by standards delineated in the Participant's Bill of Rights:</p> <ol style="list-style-type: none"> 1) Confidentiality 2) Respect & privacy 3) Autonomy & dignity 4) Information , consent, advocacy & referrals 5) Freedom from restraints <p>e. Documents any reports of participant complaints or grievances including actions and status of complaints to the Director.</p>				
<p>f. Leadership:</p> <ol style="list-style-type: none"> 1) Directs activity staff and volunteers as appropriate and evaluates performance. 2) Make sound decisions and engages in positive/productive problem-solving. <p>II. OTHER JOB FUNCTIONS AND DUTIES</p> <p>A. Attends additional in-service and training sessions for personal professional development.</p> <p>B. Attends and participates in surveys, meetings and committees as requested.</p> <p>C. Writes and updates policies and procedures for development, use and implementation of participant activities.</p> <p>D. Participates in community planning related to interests of the Center and the service needs of the participant.</p> <p>E. Performs other duties as required.</p>				

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