

<b>Job Title</b>	Assistant Program Director
<b>Employer/ Agency</b>	Lac Hong Adult Day Care Center
<b>Job Description</b>	<p>Lac Hong Adult Day Care Center (LHADC) is based in southwest Houston committed to enriching the lives of our local elderly and disabled adults through physical activities, mental stimulation, and dietary education. LHADC is seeking an Assistant Program Director to help develop and implement new programs and services for our clients as well as local area community.</p> <p>As an Assistant Program Director, one would assist in leading and managing the daily programming and ensuring the quality of our programming through our staff and clients. Through our programming, one would also help identify evolving needs of the elderly and disabled and assist in creating or improving these programs. Outside of the programming, the Assistant Program Director will also assist in areas of billing and compliance as well.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum/Required: <ul style="list-style-type: none"> <li>○ Enthusiastic, self-starter, punctual, detail orientated.</li> <li>○ Posses the ability to think ahead with strong strategic mindset.</li> <li>○ Ability to work independently or with others as a part of a team.</li> <li>○ Strong problem solver.</li> <li>○ Able to motivate, communicate, and/or conduct presentations with people/groups of people.</li> <li>○ Ability to build rapport with clients, patient, and have a <b>genuine</b> concern and/or empathy for clients as well as gain the trust of fellow staff members/management.</li> <li>○ Basic computer skills with Windows and Microsoft applications.</li> <li>○ Fluent and articulate in writing and speaking English.</li> <li>○ Must be able to present a positive and professional image of LHADC.</li> </ul> </li> <li>• Preferred: <ul style="list-style-type: none"> <li>○ Bachelor's degree in Business, Social Work, Public Health or related or equivalent is preferred from an accredited institution.</li> <li>○ Experience in healthcare (particularly with the elderly, disabled, and/or low-income families) is preferred.</li> <li>○ Multilingual with Vietnamese, Cantonese, Mandarin, and/or Spanish.</li> </ul> </li> </ul>
<b>Salary/Hours</b>	DOE / M-F 7:30am – 3:30pm
<b>Employer/Agency</b>	Lac Hong Adult Day Care Center
<b>Address</b>	6628 Wilcrest Drive, Suite A
<b>City, State, Zip</b>	Houston, TX 77072

<b>Contact Person</b>	Steven Lee
<b>Contact Title</b>	Administrator
<b>Telephone Number</b>	(281) 776-9955
<b>Fax Number</b>	(888) 268-8697
<b>Email Address</b>	<a href="mailto:jobs@lachonghouston.com">jobs@lachonghouston.com</a>
<b>Application Method</b>	Please email resumes to <a href="mailto:jobs@lachonghouston.com">jobs@lachonghouston.com</a>
<b>Opening Date</b>	June 1 <sup>st</sup> , 2013

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