POSITION DESCRIPTION

I. Position Summary
This position is a management position reporting to the Aging and Disability Resource Center Director. This position will assist in empowering and supporting seniors, people with disabilities and their families to help them remain living in their own homes as long as possible.

II. Essential Duties and Responsibilities
1. Direct and supervise ADRC staff including Nutrition/Prevention/Caregiver Support Staff, Meal Site Managers, Disability Benefit Specialist, Elder Benefit Specialist, and Receptionist.
2. Direct and supervise the daily activities, routines and scheduling of the Aging and Disability Resource Center Nutrition Program. This includes participation in hiring and orientation of new staff, performance evaluations, leading bi-monthly Meal Site Manager meetings, approving time off and timesheets.
3. Serve as the Leader of the Nutrition Advisory Council and work with GWAAR Staff to ensure program meets State requirements.
4. Manage the ADRC Senior Dining Program, which includes congregate and home delivered meals efficiently, evaluate cost effectiveness, ensure compliance with policies and accuracy of client database.
5. Monitor revenue accounts and approve expenditures to comply with program needs, budget guidelines and program requirements.
6. Assist in establishing an organized Volunteer Program, including recruitment, orientation, and ongoing oversight.
7. Assist in writing grants to enhance programs.
8. Assist in development and implementation of ongoing system of quality assurance and improvement for ADRC operations as required by the State Department of Health Services for all county agencies receiving funds via the federal Older American’s Act.
9. Oversee and promote coordination with other Health and Human Services programs, long-term care providers, managed care organizations, and other community agencies.
10. Assist with ongoing development of division procedures, protocols, and guidelines to ensure the provision of responsive, high-quality services to older adults, adults with disabilities, their families and caregivers.
11. Assist in developing outreach and marketing materials, and provide community education and information via public presentations.
12. Assist with identifying community needs and ongoing planning/evaluation of ADRC operations. Prepare and Implement the ADRC Aging Plan as required through GWAAR.
13. Monitor provision of the Foot Clinic services to ensure it is run efficiently, meets the community’s needs and is attended.
14. Oversight of Caregiver and Prevention Services to ensure compliance with State and Federal Regulations.

15. Serve as an ADRC representative in various local, regional and statewide efforts aimed at developing or improving services to older adults, adults with disabilities, their families and caregivers. For example GWAAR PSA Meetings, WAND Meetings, and if needed TRIAD, Coordinated Community Response (CCR), Dementia Care Networking, Columbia County Networking, GWAAR Meetings, etc.

16. Develop and monitor subcontractors to the ADRC as directed by the ADRC Director.

17. Report to county boards and committees as directed by the ADRC Director.

18. Cover responsibilities of the ADRC Director in his/her absence.

19. Attend appropriate trainings.

20. Perform additional duties as requested or by appointment of the Agency Director.

III. Educational Requirements

1. Bachelors Degree from an accredited university or collect with a concentration in social work, sociology, or human services related field. A minimum of three (3) years experience in Human Services is necessary. Specific experience in service provision to the HHSD target groups and supervisory experience are preferred.

IV. Knowledge, Skills, Licensure and Experience Required.

1. Knowledge of federal, state and local statutes and regulations regarding programs and services for older adults and adults with disabilities.

2. Knowledge and experience with long-term care programs such as Family Care, Partnership and IRIS. This includes eligibility criteria, available services, and appeal processes.

3. Knowledge of physical, psycho-social, and economic conditions affecting older adults and adults with disabilities.

4. Ability to prepare and interpret fiscal and statistical reports.

5. Skills in interpersonal relationships with peers, staff, clients and community partners.

6. Working knowledge of Medicare, Social Security and Medicaid programs.

7. Ability to plan, organize and coordinate programs and services.

8. Ability to utilize and function within a team approach to management.

9. Ability to communicate effectively both verbally and in writing.

10. Ability to operate office equipment including personal computer, keyboard/typewriter, photocopier, telephone, etc.

11. Possess a valid driver’s license, have the ability to operate a motor vehicle, and maintain automobile liability insurance.

12. Ability to maintain regular, consistent and reliable attendance.
V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

10/16/2014