

Area Agency on Aging ADRC Service Coordinator Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: ADRC (Aging & Disability Resources for CO) Service Coordinator
Full Time – 40 hours per week – F/T Benefits offered

DEPARTMENT: Area Agency on Aging

GENERAL JOB DESCRIPTION

Plans and coordinates one or more programs for the AAA / ADRC including fundraising, budgeting, and community outreach. Develops and implements programs that align with the organization's mission and support the organization's goals. Creates program materials and ensures that program achieves stated objectives and goals. Responsible for some special events, grant writing, and other duties that include and not limited to publicizing the organization and its programs to the community. Work daily with other programs and reporting, data collection, and other duties assigned to assist the AAA Administrative Assistant and the Nutrition Supervisor along with other senior coordinators in the field.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide assistance to the Area Agency on Aging Director, and upon request, other organizations in developing and planning services for the elderly.
- Responsible for Outreach and Information and Assistance program operation in all 6 counties.
- Responsible for the coordination of ADRC programs and services within the counties to ensure senior's needs are met and to eliminate duplication of services by other providers.
- Responsible for advocating for the rights of seniors locally, statewide and nationally.
- Responsible for maintaining records essential to the operation and justification of the programs.
- Assist in volunteer recruitment.
- Acts as a liaison to the County Councils on Aging, Interagency groups and at other meetings where the Area Agency on Aging input is required or requested.
- Responsible for conducting in-home and on phone assessments to determine eligibility and need for Older American Act programs.
- Create and make all other reports, time sheets, expense sheets, schedules, in a timely manner.
- Assist Nutrition Supervisor and Adm. Assistant in reporting duties, and data collection reports.
- Maintain the ADRC funding requirements, Next 50 Initiative grant program, and the Dementia friendly communities program within all 6 counties.
- Work closely with Alzheimer's Assoc. liaison and program development for the N.E. Colorado ADRC and its programs within.
- Have a working understanding of applicable Federal and State regulations.
- Interact with all clients or prospective clients in a professional and courteous manner.

MAJOR DUTIES AND RESPONSIBILITIES CONTUNIED

- Interact with other professionals in a respectful and courteous manner.
- Be able to work without supervision.
- Attend meetings and trainings as required.
- Provide Information and Assistance to the communities in Northeastern Colorado concerning the ADRC / AAA programs.
- Other duties that may be assigned or needed.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities.

Experience: 2-3 years of full-time work or equivalent volunteer or part-time experience, grant writing or knowledge, working with the disabled, social work, case management or working with the elderly

Training: Completion of a secondary school curriculum resulting in a high school diploma, Associates degree, and or 4-year degree.

License:

Valid Driver's License

Other:

Knowledge of:

- Programs and services available
- Organizational skills
- Driving skills
- Good telephone skills
- Scheduled time due for reports and sent in on time.

Ability to:

- Handle money
- Understand reporting forms
- Communicate with clients and with other providers professionally
- Lift 5 to 20 pounds
- Make decisions
- Comfort and assist
- Supervise and coordinate volunteers
- Keep accurate records
- Detail-oriented
- Be a good listener
- Work without supervision