

JOB DESCRIPTION

JOB TITLE: Saline County Aging Services Program Manager

DATE: December 2017

JOB DESCRIPTION SUMMARY / PURPOSE:

Under general supervision of the Saline County Board of Commissioners; plan, direct, manage, and coordinate activities of the Saline County Aging Program, ensuring that goals or objectives of the program are accomplished within prescribed time frame and funding parameters. Duties include a combination of administrative management and direct social work focused upon needs, concerns, or problems of older adults and their families.

ACCOUNTABILITIES (The listed accountabilities may not include all the duties that may be assigned.)

- Develop and provide multi-purpose aging services program for older adults.
- Promote services for older adults.
- Partner with communities to maintain senior centers and/or senior organizations
- Maintain client data files and prepare required reports.
- Maintain an active Saline County Aging Services Advisory Board.
- Supervise program personnel.
- Recruit, monitor, and manage volunteers and in-kind donations.
- Other duties as assigned.

<i>Priority Level</i>	ACCOUNTABILITIES	ACTION STEPS
5	Develop and provide a multi-purpose aging services program for older adults.	<ul style="list-style-type: none"> A. Prepare, implement and monitor Saline County Aging Services workplan and goals utilizing community and funder input. B. Develop and manage annual budget to fund county program operations. C. Work with Saline County residents to determine individual consumer needs and provide links with available services. D. Facilitate problem solving and collaboration when assisting older adults and their families. E. Advocate for older adults. F. Establish and maintain rapport with local services delivery providers and organizations G. Use Saline County Aging Services workplan and goals to implement health and nutrition program and services. H. Maintain Senior Health Insurance Information Program (SHIIP) counselor status. I. Ensure compliance and quality assurance of county program and senior centers by attending routine program manager meetings and trainings.

<p>4</p>	<p>Promote services for older adults</p>	<ul style="list-style-type: none"> A. Disseminate information and provide outreach to Saline County residents to inform and encourage participation in services. B. Articulate the needs of aging adults and services to agencies, community groups, and funding sources. C. Provide information & referral services including Medicare and Medicaid eligibility/enrollment assistance. D. Promote services locally through presentations, newspaper articles, personal contacts, fairs, and other means. E. Develop partnerships and/or relationships with individuals and organizations to enhance service provision. G. Coordinate meeting individual service needs including home-delivered meals, durable medical equipment, financial counseling, etc.
<p>4</p>	<p>Partner with communities to maintain senior centers and/or senior organizations.</p>	<ul style="list-style-type: none"> A. Provide technical support to partners to enhance programming, training, compliance and quality assurance. B. Serve as conduit of information between communities and Aging Partners to facilitate funding and compliance with federal and state regulations. C. Assist partners in aligning programming with needs identified in the Saline County Aging Services annual work plan and goals. D. Provide technical assistance in implementation of education and life enrichment activities at senior centers/senior groups in the county as needed. E. Attend meetings with individual center advisory boards to provide support and guidance as requested.
<p>4</p>	<p>Implement sound financial practices</p>	<ul style="list-style-type: none"> A. Comply with budget guidelines for program expenses per County Budget Report. B. Approve and submit claims. C. Deposit all revenue to County Treasurer. D. Manage Revenue and Expenses within budget. E. Prepare Quarterly Financial Reports to Aging Partners. F. Regular Reporting to Advisory Board.

4	Maintain client data files and prepares reports.	<ul style="list-style-type: none"> A. Responsible for maintaining all records and reports needed by governing bodies and funding agencies. B. Coordinate automated data collection system (UPT) for county program and for senior centers that utilize system. C. Maintain necessary record keeping in an organized system. D. Maintain complete, accurate and up-to-date documentation on client services rendered.
4	Maintain an active Saline County Aging Services Board and Executive Committee.	<ul style="list-style-type: none"> A. Recruit members and coordinate meetings. B. Provide program reports for meetings. C. Attend meetings and assist officers as necessary. D. Work with Council to develop or update annual Saline County Aging Services workplan and goals.
4	Supervise program personnel and volunteers.	<ul style="list-style-type: none"> A. Train, schedule, coach, evaluate, and develop staff and volunteers. B. Provide opportunities for professional development as funding allows. C. Supervise and ensure the compliance by paid and volunteer staff with Saline County personnel policies and standards of conduct.
3	Recruit, monitor, and manage volunteers and fund-raising activities.	<ul style="list-style-type: none"> A. Recruit, schedule, and coach volunteers as needed. B. Coordinate and encourage financial contributions for services provided. C. Coordinate, prepare, and present community and county fundraising proposals.
3	Respond to needs of seniors during disasters or other emergency situations	<ul style="list-style-type: none"> A. Participates in Emergency Operational Planning B. In the event of a disaster or other emergency, assess the needs of the elderly and assist in meeting needs or arranging for services. C. Assist in identifying elders who may need help with evacuation.

2	Other duties as assigned.	<ul style="list-style-type: none"> A. Establish rapport with local services providers, county and city officials, and other community leaders. B. Demonstrate respect for all people and understand diversity. C. Maintain confidentiality at all times. D. Reflect a positive attitude. E. Establish and maintain harmonious working relationships with other staff. F. Keep work environment as organized, functional, and professional as possible. G. Communicate relevant information to other agency personnel and coordinate with others as appropriate. H. Perform related duties as assigned in a professional manner within given time frame. I. Maintain knowledge of the inter-local agreement with Aging Partners and Saline County, including the mission, philosophy, policies, and procedures. J. Additional duties as determined necessary for program success.
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KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to maintain confidentiality at all times.

Written communication skills to complete grant applications, program reports, and correspondence.

Prepare and operate within a budget.

Ability to orally communicate effectively with children, families, co-workers, people from collaborating agencies, and the general public.

Ability to prepare and make formal presentations to groups.

Good interpersonal skills for interaction with community, funding sources, clients, and staff.

Ability to manage staff and volunteers.

Ability to access community resources.

Ability to work independently with a high level of initiative.

Ability to detach personal life from the problems experienced by others.

Ability to take direction from supervisor(s) and co-workers.

Computer and software skills necessary to the program.

Time-management skills.

Problem-solving skills.

Ability to work with diverse populations and age groups.

Must have transportation to do work throughout Saline County

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, frequently required to sit, stand, and walk, use hands and arms; specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

when answering telephone and questions/inquiries of the general public, dispatching of services, typing, operating a motor vehicle. Drug and Alcohol testing may be required. The noise level is usually moderate to low. Must be able to lift at least 30 pounds.

DESIRABLE TRAINING AND EXPERIENCE:

Graduation from an accredited four-year college or university with major course work in the social or behavioral science or related field plus considerable experience in a responsible supervisory capacity related to the position and program to which assigned.

MINIMUM QUALIFICATIONS:

Graduation from a senior high school supplemented by college level course work in the human or behavioral sciences or other specialized training program with some experience in aging services or any equivalent combination of training and experience which would provide the desirable knowledge abilities and skills.

NECESSARY SPECIAL REQUIREMENTS:

Must have transportation to do work throughout county including community development, manage or coordinate individual community center activities or services and provide direct assistance to clients.

ATTENDANCE AND AVAILABILITY:

Must maintain an acceptable level of attendance, punctuality and availability as determined by the county. May need to be available outside of regular office hours and on weekends or holidays. This is a fulltime position; exempt.

We are an Equal Opportunity Employee. We do not discriminate on the basis of race, religion, color, sex, age, marital status, national origin or disability.

Supervisor

Employee

Date

Date

December 26, 2017