

AGING PROGRAMS CONSULTANT

General Statement of Duties

Performs responsible program planning and administration including providing technical assistance, training, education and resources for citizens, local aging services providers, and elected officials to empower each to do their best to ensure a life of dignity and independence for older adults and their caregivers.

Distinguishing Features of the Class

An employee in this class independently performs a variety of program planning and administration to provide aging programs including Local Contact Agency, Money Follows the Person, and Family Caregiver Support. Work includes the analysis and implementation of programs affecting the long-term care system and for the elderly in the region. Services are provided through technical assistance, developing and administering special projects, monitoring service providers and Home and Community Care Block Grant Programs, and related tasks. An employee is responsible for identifying, analyzing, and formulating possible resolution to situations and issues in the area of assignment. Work requires a broad understanding of the long-term care system and programs for the aging, along with the policies, procedures, rules and regulations governing these programs. Work also requires serving as an advocate for older adults and their caregivers. Unusual or precedent setting situations are referred to the Director. Work is performed under regular supervision of the Director and is reviewed through observation, review of work performed, reports, and conferences.

Duties and Responsibilities

Essential Duties and Tasks

- Provides Options Counseling to nursing home residents in response to referrals received through the State LCA program including bedside assessment of needs, education regarding community resources and programs that may meet those needs
- Provides transition assistance to nursing home residents meeting the CAP/DA program qualifications including assistance finding housing, securing needed household items, coordinating equipment, home modifications, and discharge orders with facility and other partners; assists on transition day and monitors for three months
- Monitors Aging Service Providers for Family Caregiver Support, and the Home and Community Care Block Grant and other programs as needed; determines if providers and services are in compliance; prepares reports to the providers and follows up to insure necessary corrections for compliance with required standards
- Provides programmatic oversight to funded providers in the Evidence-Based Health Promotion Programs; provides technical assistance, monitoring, records and data management, and other support
- Serves as Master Trainer in CDSMP, CPSMP, DSMP and MOB
- Performs SHIP Counseling
- Writes or assists with writing grants

- Conducts special projects and initiatives for varying groups and governments, attends a wide variety of meetings in the capacity of technical advisor, facilitator, participant, etc.; participates in research and development of annual plan
- Prepares and maintains a wide variety of records and reports as necessary for reporting to granting agencies, local and regional boards, and program evaluation

Additional Job Duties

- Performs related duties as required

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of federal and state regulations as they relate to aging programs and the role of social and other service organizations in meeting the needs of the older population
- Considerable knowledge of the physical health, mental health, nutritional, economic, social, and recreational needs of older adults
- Knowledge of planning, program development and administration of service programs and program evaluation
- Knowledge of budgeting, purchasing and related fiscal programs, policies, and procedures.
- Knowledge of the application of information technology to the work including the use of specialized software programs
- Collaborative conflict resolution and meeting facilitation skills
- Ability to monitor and evaluate social service and other older adult programs including monitoring fiscal and programmatic goals and requirements
- Ability to communicate effectively, in written and oral form, with public officials, community organizations, and the general public
- Ability to establish and maintain effective working relationships with staff, public officials, and other persons assisting with the older population
- Ability to organize work and exercise independent judgment with minimum supervision for assigned tasks.
- Ability to prepare and maintain accurate and detailed records

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, teaching, lifting, grasping, talking, hearing, and repetitive motions
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Must possess the visual acuity to prepare and use data or figures, operate a computer terminal and other office machines and equipment, and do extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a degree in a human service field and two years of experience in related programs; or an equivalent combination of education and experience
- Prefer Masters Degree in related field

Special Requirements

- Possession of a valid North Carolina driver's license
- May require certification for evidence based health programs

Please email cover letter, resume, and PD-107 application to eccadmin@eccog.org