

# AGING PROGRAMS CONSULTANT

## General Statement of Duties

Performs responsible program planning and administration, including providing technical assistance, training, education and resources for citizens and local aging service providers. Plan, coordinate, develop, and enhance initiatives in support of the region's older adult population.

## Distinguishing Features of the Class

An employee in this class independently performs a variety of program planning and administrative oversight to Aging Program Providers within the region. Work includes review of services, policy and administrative processes performed by providers performing direct aging services within the region. Coordinates and trains agency awarded programs and provides administrative support to the Aging Director. Work requires knowledge of the aging programs, along with the policies, procedures, rules, and regulations governing these programs. Work also requires serving as an advocate for older adults and their caregivers. Independent judgment and initiative in the performance of duties is required. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients.

## Duties and Responsibilities

### Essential Duties and Tasks

- Oversees Aging Service Providers for Family Caregiver Support Program, Home and Community Care Block Grant, and other programs as needed.
- Provides programmatic oversight to funded providers in the Aging Programs.
- Provides technical assistance, training, records and data management, and other support as needed.
- Conducts special projects and initiatives for varying groups and governments, attends a wide variety of meetings in the capacity of technical advisor, facilitator, and participant.
- Participates in research and development of the Aging Annual Four Year 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.
- Provides Options Counseling to nursing home residents in response to referrals received through the State LCA program.

### 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 funded aging programs for older adults.
- 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 the application of computers to document programmatic information, spreadsheet analysis, reporting and record keeping software, and other specialized software programs.
- Collaborative conflict resolution and meeting facilitation skills.
- Ability to communicate effectively, in written and oral form, with public officials, community organizations, and the 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, organized, and detailed records.

**Physical Requirements**

- 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.

**Special Requirements**

- Possession of a valid North Carolina driver's license.