



DIRECTOR OF THE AREA AGENCY ON AGING / AGING & DISABILITY RESOURCE CENTER

POST DATE: March 9, 2020
HIRING RANGE: \$58,887 - \$65,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Exempt, Regular, Full-time
DEPARTMENT: Area Agency on Aging / Aging & Disability Resource Center
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Central Midlands Council of Governments (CMCOG) is seeking an experienced executive to serve as the Director of the Area Agency on Aging / Aging & Disability Resource Center (AAA / ADRC). Reporting to the CMCOG Deputy Executive Director, the AAA / ADRC Director will be responsible for the overall direction and management of services and programs for seniors and adults with disabilities who live in the Central Midlands Region (Fairfield, Lexington, Newberry and Richland Counties).

JOB RESPONSIBILITIES:

1. Develops, implements, and updates the Four-Year Area Plan on Aging required by the Older Americans' Act, and coordinated by the South Carolina Department on Aging, the State Unit on Aging;
2. Oversees day-to-day operations of the department, including fiscal and contracting decisions. Ensures services are delivered seamlessly by overseeing multiple AAA / ADRC programs and initiatives. Ensures that the services and programs are implemented in accordance with State, Federal, and CMCOG policies and procedures, legal contracts, funding, and grants;
3. Provides technical assistance and support to contracted providers of aging program services in the planning and service area to ensure continuity of quality service. Conducts quality assurance reviews of service providers;
4. Develops a budget and related fiscal reports for the contracted providers of aging program services. Ensures that the AAA / ADRC operates within budgetary constraints. Monitors and evaluates fiscal data.
5. Oversees the Advanced Information Manager System and other program databases to ensure effective and accurate reporting to meet local, state, and federal requirements;
6. Develops an annual department budget and related fiscal reports. Ensures that the AAA / ADRC operates within budgetary constraints. Monitors and evaluates fiscal data for the department budget, grants, and accounts.
7. Establishes workflow expectations for staff which align with the priorities of the AAA / ADRC and CMCOG;
8. Undertakes needs assessments and gathers other information to develop long-range plans for aging services;

9. Works closely with the CMCOG Regional Aging & Disability Advisory Committee, attending the monthly meetings and providing sufficient information to enable informed recommendations on developing and revising regional comprehensive aging & disability program plans based upon the needs and established priorities;
10. Fosters an environment of collaboration through partnerships with government entities, private sector agencies, and community-based groups to expand and improve services to seniors and adults with disabilities;
11. Develops and provides presentations communicating primary business objectives to clients, as well as to the community, CMCOG Board of Directors, City and County Councils, municipalities, and other constituent groups. Represents CMCOG AAA / ADRC on matters pertaining to aging services at meetings and conferences;
12. Works with the South Carolina Department on Aging, State Unit on Aging to align the various strategic planning processes with the AAA / ADRC's process in developing the four year Area Plan on Aging;
13. Performs related work as required and directed.

DESIRED MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a degree in sociology, geriatrics, social work, public administration, or a closely related field; and
- Five (5) years' experience in human service programs with two (2) years of supervisory experience; OR
- Any equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- Extensive experience managing senior programs, services to persons with disabilities, and healthcare services for elderly clients on a local, state or national level, and extensive knowledge of the Older Americans Act;
- Demonstrated success in community development, planning, and assessment while fostering collaborations among partners within community-based organizations;
- Knowledge and experience developing policies related to client-centered services and programs that serve vulnerable populations including but not limited to minorities, non-English speaking, veterans, residents of rural areas, and low income communities;
- Knowledge of basic fiscal and programmatic principles and practices; and
- Excellent communication skills, to include public speaking; ability to communicate effectively, both orally and in writing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.cmcog.org, click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above.

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

CMCOG is an Equal Opportunity Employer