



AGING PROGRAM COORDINTOR

POST DATE: August 29, 2017
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Regular, Full-Time
DEPARTMENT: Area Agency on Aging
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

Reporting to the AAA / ADRC Director, the Aging Program Coordinator will be responsible for assisting the Family Caregiver Advocate in developing partnerships and service options in order to develop a multifaceted support system to respond to the needs of family caregivers. The Coordinator will also serve as a backup and provide assistance to the Information, Referral & Assistance Specialist in screening calls from senior and persons with disabilities to determine the most appropriate initial course of action given to callers' needs and the available resources within the community.

REPRESENTATIVE DUTIES:

1. Assists in developing, implementing, and tracking the AAA/ADRC work plan for the regional Family Caregiver Support program, including the five identified services in Federal legislation;
2. Assists in program and resource development efforts, and develops working relationships with faith, social service, health, and business entities to promote a coordinated system;
3. Assists in developing and implementing area publicity and outreach campaigns, and maintains a mechanism to receive input from caregivers;
4. Maintains an adequate system for program record keeping and assists in submitting the required reports in accordance with State and Federal requirements;
5. Advocates for the interest of family caregivers;
6. Provides information and assistance to consumers using the comprehensive database and other resources in response to calls, walk-ins or written requests;
7. Gathers, enters and maintains information from consumers seeking information, referral and assistance;
8. Identifies appropriate community services/resources for inclusion in the information, referral and assistance database as well as family caregivers;
9. Utilizes a person centered model of client assistance.
10. Exercises sound judgment and discretion when handling confidential and sensitive interviews or documents from consumers seeking information and assistance for themselves or others; and
11. Performs any other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Graduation from a four-year college or university with a degree in social work, sociology, public administration or a closely related field; **AND** Two (2) years' experience in human service programs; **OR** Any combination of education and experience, which provides the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS: The successful candidate will possess the following:

1. Knowledge of local and state laws relating to senior legislation.
2. Demonstrated ability to manage complex analytical tasks.
3. Proficiency in Microsoft Office software programs.
4. Strong oral and written skills necessary to effectively communicate and match the needs of consumers with the appropriate services.
5. Ability to be flexible and respond quickly and effectively to changing work assignments.
6. Must possess good interviewing skills.
7. Skill and ability to effectively communicate orally and in writing;
8. Ability to interpret program regulations and procedures;
9. Ability to prepare reports and keep required records;
10. Ability to maintain cordial and productive working relationships with people of varied social, cultural, and educational background;
11. Ability to work without direct supervision, to exercise discretion and independent judgment;
12. Skill and ability to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to deliver superior customer service. Ability to establish harmonious and effective working relationships. Discreet and diplomatic.

Interested and qualified candidates should submit an application. To download application, go to www.cmco.org, click on "News and Events" then "Employment". Applicants should send application to: Recruitment Coordinator, Central Midlands Council of Governments, 236 Stoneridge Drive, Columbia, SC 29210, (fax) 803-929-2609 or (email) fanderson@cmco.org. A resume and cover letter must be included with the CMCOG employment application. **NO PHONE CALLS PLEASE.**

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