

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM COORDINATOR - SENIOR SERVICES
CLASS CODE: 2020

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: AMENDED 6/16/2009 (Revised 3/21/2008 version)
DEPARTMENT: HEALTH - SENIOR SERVICES

JOB SUMMARY

Under general direction of the Executive Director - Health, performs supervisory, program coordinating, and aging services work in conjunction with an assigned senior services program such as the Senior Companion or Foster Grandparent Program.

ESSENTIAL FUNCTIONS

Schedules and coordinates the work of assigned personnel; ensures work is completed accurately and efficiently; identifies and resolves personnel concerns; evaluates performance and conducts performance appraisals; provides input for staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Assists in preparing the budget for assigned program, monitoring purchases and expenditures, determining priorities and allocation of funds, and in the preparation of grant applications; assists in monitoring assigned program to ensure compliance with grant stipulations and with federal, state, and county laws and regulations.

Oversees and performs screening services to determine eligibility of volunteers and their appropriate placement; oversees the orientation process and coordinates monthly training; resolves personnel problems with volunteers, station staff and/or clients; assesses effectiveness of volunteer at his/her assigned station in relation to program objectives and makes necessary changes.

Represents assigned program on behalf of the department to other public or private agencies; plans and implements a continuous program of public relations; oversees public outreach activities and presentations and the distribution of literature; serves as a resource for various public and private groups by providing information, technical assistance, and training.

Develops short and long term goals for the program using needs assessment information and community input; consults with outside agencies in order to improve service delivery and share information; assists in the development and implementation of policies, procedures, and standards for providing services.

Acts as a liaison and prepares and issues reports and appropriate documents to meet the administrative and program needs specified by the sponsor, Advisory Council, and regional, state, and federal personnel; provides assistance to the Advisory Council and participates in discussions on plans, projects, policies, resource development, and problems affecting assigned program; coordinates sponsor's response to Advisory Council recommendations.

Visits potential volunteers and/or clients in the home to set up volunteer placement and explain program including limitations as necessary.

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Maintains awareness of gerontological issues as well as current information on programs and services available to senior services; attends conferences, meetings, and training programs related to assigned program.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: issues related to aging and senior citizens and various community organizations and services.

Skill in: reading, writing, and basic math; word processing and general software programs; public speaking and interpersonal communication.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; effectively supervise others while maintaining own workload; analyze effectiveness of programs; maintain files, records, and reports; coordinate multiple tasks efficiently.

WORKING CONDITIONS AND PHYSICAL/MENTAL DEMANDS

Work is generally performed in an office or other environmentally controlled room and the incumbent typically sits at a desk or table. Work requires the incumbent to regularly walk, stand, or stoop, and to occasionally lift or otherwise move objects weighing up to 25 pounds. Work requires the incumbent to occasionally drive a motor vehicle and to work for sustained periods of time maintaining concentrated attention to detail. Work requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that maybe angry, agitated, or otherwise upset.

Accommodation may be made for some of these physical/mental demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE

Bachelor degree from an accredited college or university with course work in psychology, sociology, gerontology, or a closely related field plus three (3) years of work experience as a community organizer. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with experience working with seniors. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.