

Assistant Program Coordinator – Senior Services



Job Description

Department: Health
Position: Career Services
Grade: 506
Supervisory: No
Reports to: Director – Health Department

Summary

Under general direction of the Director – Health Department, performs 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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedule and coordinate the work of program personnel. Provide training, coaching and input for performance appraisals.
2. Provide input for program needs and budget development.
3. Assist in monitoring compliance with grant stipulations and with federal, state, and county laws and regulations.
4. Perform screening services to determine eligibility of volunteers and appropriate placement; oversee the orientation process and coordinate monthly training.
5. Represent assigned program on behalf of the department to other public or private agencies; participate in public outreach activities and presentations and the distribution of literature; serve as a resource for various public and private groups by providing information, technical assistance, and training.
6. Visit potential volunteers and/or clients in the home to set up volunteer placement and explain program including limitations as necessary.
7. Maintain awareness of gerontological issues as well as current information on programs and services available to senior services; attend conferences, meetings, and training programs related to assigned program.
8. Consult with outside agencies in order to improve service delivery and share information relevant to the development and implementation of policies, procedures, and standards for providing services.

For Office Use Only

Job Code: 5633

Job Title: Assistant Program Coordinator – Senior Services

FLSA: Non-Exempt

Effective Date: 12/06/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

9. Act as a liaison and prepare and issue reports and appropriate documents to meet the administrative and program needs specified by the sponsor, Advisory Council, and regional, state, and federal personnel.

Knowledge, Skills, and Abilities

- Knowledge of issues related to aging
- Knowledge of senior citizens and various community organizations and services
- Skilled in reading, writing, and basic math; word processing and general software programs
- Skilled in public speaking and interpersonal communication
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to maintain files, records, and reports; coordinate multiple tasks efficiently

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in a professional office setting, but also includes visiting the homes of potential volunteers. Work may expose the incumbent to contagious or infectious diseases, hazardous chemicals, fumes, and noxious odors. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to 30 pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

This position requires up to 5 percent travel.

Required Education and Experience

- 1. High school diploma or equivalent.
- 2. A minimum of two (2) years of work experience in a Senior Program.
- 3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

- 1. Associate degree from an accredited college or university with course work in psychology, sociology, gerontology, or a closely related field.
- 2. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

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HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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