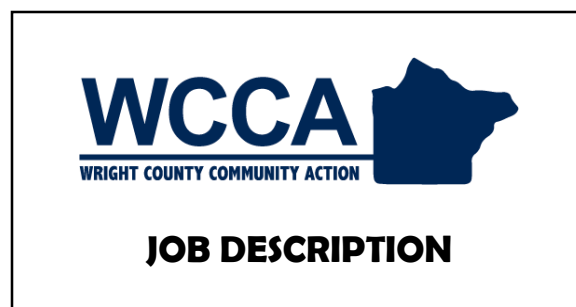


Last Update: January 1 st , 2019
Department/Division: Aging
Reports To: Executive Director
Supervises: Aging Program Staff
Status: Full-time, Non-Exempt
Duty Station: WCCA Main Office, Maple Lake, MN



Aging Program Manager

Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency’s goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The WCCA Aging Program Manager is responsible for managing all financial recordkeeping, reporting, and daily operational systems/activities of the Aging Program including program staff. The Aging Program Manager ensures client satisfaction and the output and outcomes of the Aging Program, including the implementation and administration of related grants. The Aging Program seeks to support seniors throughout Wright County and provide resources that will help them maintain physical, social, and economic wellbeing.

Education and Experience

- Bachelor’s degree in a public health-related degree, health education, human services, social work or program management
- Two or more years of experience in community-based services.
- Five or more years in a supervisory role.
- Knowledge of community needs surrounding resources for older adults
- Experience and demonstrated competency and sensitivity in working with older adults or adults with disabilities.
- Experience coordinating community-based events or outreach
- Must have experience with data entry, client tracking software and Microsoft Office.
- Knowledge or experience working with waiver program preferred.

Required Skills and Abilities

- Strong written, verbal communication skills and public speaking abilities are essential.
- Ability to supervise, delegate, guide and direct employees.
- Ability to plan, implement and carry out organizational policies and procedures.
- Ability to attend job related training and continuing education in field.
- Demonstrated skills or certifications around group training
- Must have access to reliable transportation and a current driver’s license.
- Must be able to attend early morning and evening meetings as needed.
- Must pass DHS Background check

Essential Job Functions and Responsibilities:

1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

2. Specific Responsibilities:

- Assists the Planning and Development team with the development and implementation of aging-related program services.
- Ensure that complete and accurate financial records are kept for Aging Program and related activities, as required by private, state and federal funders.
- Develops program plans and budgets for grant proposals and contract renewals.
- Conducts advisory council meetings with minutes.
- Coordinate activities for seniors as outlined in the grant proposals and budgets.
- Alongside Planning and Development, create systems that allows for accurate client tracking
- Manage program staff through appropriate coaching and development as outlined by the Personnel Policies.
- Maintain orderly records and ensure client confidentiality.
- Engage the senior community in activities and events that improve independent living
- Represent the agency and share expertise and consult with co-workers, committees, community partners and advisory councils.
- Create and maintain operational systems that will support aging services through county waiver.
- Create and manage appropriate media collateral and outreach including Aging Program webpage and social media.
- Conduct outreach and social events for seniors with a high level of cultural competency and customer service.
- Report to the Executive Director regularly and as requested on all of the above matters.
- Maintain certification in First Aid/CPR and AED training.
- All other duties as assigned

Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing up to 30 pounds			X	
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



Approved By: Board of Director Chairperson/Date



Approved By: ADA Compliance/HR Director/ Date

Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: _____

Employee Signature

Employee's Name (Printed)