

JOB ANNOUNCEMENT

Title:

Aging Program Coordinator
Central Pines Regional Council, Area Agency on Aging
Durham, NC

Who We Seek:

Highly organized and detail-oriented individual to join a dynamic team of professionals dedicated to promoting the highest level of well-being for older adults and their caregivers in our seven-county region by partnering with organizations to provide a comprehensive system of opportunities, services, and protective supports. A broad understanding of the needs of aging adults and adults with disabilities is necessary, and some advocacy work is involved. Candidates must have excellent verbal and written communication skills and possess the ability to translate complex policies and requirements into practical lay terms for providing training and technical assistance to service providers. Must be well-versed in basic non-profit and government accounting and be able to determine compliance by applying rules and standards appropriately and situationally. The ability to manage and consistently meet critical multiple deadlines. Must be skilled in the use of Microsoft 365 Office suite and other computer technology and equipment. This position will require some regional travel.

Description of Work:

This individual serves as a regional monitor for aging services funded through the Older Americans Act and conducts onsite program, fiscal and individual service unit reviews, including but not limited to in-home aide service, adult day service, home-delivered meals, transportation, Information and Options Counseling, senior center operations and evidence-based health promotion programs, at the highest level of fidelity and adherence to the North Carolina Division of Aging monitoring standards as well as federal requirements of the Older Americans Act.

Education & Experience

Required: Bachelor's degree in gerontology, public administration, social work, health or business administration, or related field, with extensive experience working in programs related to aging or disability services. Knowledge or previous experience with Home and Community Care Block Grant-funded programs and services, and/or the delivery of health care services is desirable. Previous experience with the development of education or training programs for adult learners helpful.

Preferred: Master's degree in gerontology, public administration, social work, health or business administration, or related field, with significant experience working in programs related to aging or disability services. Knowledge or previous experience with Home and Community Care Block Grant-funded programs and services, and/or the delivery of health care services is desirable. Previous experience with the development of education or training programs for adult learners helpful.

Or, an equivalent combination of education and experience.

Special requirement: Valid NC Driver's license.

Starting Salary & Benefits:

Hiring range: \$56,867 - \$59,710

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Aging Program Coordinator.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins August 12, 2024.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.

