

JOB ANNOUNCEMENT

Title:

Aging Program Specialist-

Veteran Directed Care Advisor and Evidence-Based Health Promotion Master Trainer

Central Pines Regional Council

Durham, NC

Who We Seek:

Are you passionate about helping older adults and Veterans maintain their independence, health, and quality of life at home? Central Pines Regional Council is seeking a dedicated, adaptable, and mission-driven professional to serve as an Aging Program Specialist, supporting both Veteran Directed Care and Evidence-Based Health Promotion initiatives. In this unique dual position, you will help Veterans and older adults access person-centered, community-based services that promote independence, improve health outcomes, and support aging well in their communities.

The ideal candidate is committed to empowering Veterans and older adults to direct their own care while advancing population health through evidence-based programs such as Chronic Disease Self-Management Education, A Matter of Balance, and other approved health promotion interventions. This individual can effectively translate evidence into practice by recruiting, training, and supporting community partners and lay leaders in delivering high-quality programs. They will also provide direct service coordination, person-centered care planning, and ongoing support for Veterans self-directed services, ensuring participants have the resources and guidance needed to achieve their goals.

Description of Work:

The Aging Program Specialist is part of CPRC's Area Agency on Aging within a fast-paced, multi-disciplinary regional organization. This position carries out operational responsibilities for both Veteran Directed Care and Evidence-Based Health Promotion efforts across the CPRC region, including service coordination, program implementation, training coordination, technical assistance, documentation, reporting, and partner engagement.

For Veteran Directed Care, the Specialist serves as a program contact for enrolled Veterans and supports day-to-day program operations, including intake and assessment support, person-centered service planning, coordination of approved goods and services, caregiver-related guidance, monthly and quarterly follow-up, and coordination with the VA Medical Center and Financial Management Service.

For Evidence-Based Health Promotion, the Specialist serves as a Master Trainer for selected programs approved by the Administration for Community Living. Responsibilities include maintaining required credentials, training, and supporting lay leaders, conducting outreach to

participants, and sponsoring organizations, providing technical assistance, monitoring program fidelity, supporting data collection, and reporting, and helping sustain programs across the region.

Key Responsibilities Include:

- **Veteran Directed Care:** Serve as a program contact for Veterans enrolled in the My Care My Choice program; provide person-centered counseling; support self-assessments, service plan development, and plan implementation; coordinate approved goods and services; assist Veterans with caregiver-related needs; conduct monthly phone check-ins and quarterly face-to-face visits; coordinate with the VA Medical Center and Financial Management Service; and maintain accurate case files in accordance with program standards.
- **Evidence-Based Health Promotion:** Train and support lay leaders to deliver approved evidence-based programs, such as Chronic Disease Self-Management Education and A Matter of Balance; conduct outreach to recruit participants and build partnerships; provide technical assistance to sponsoring organizations; monitor program fidelity and quality; and maintain documentation and reporting systems.
- **Program Coordination and Collaboration:** Participate in ongoing training, contribute to innovative programming, support broader agency initiatives, collaborate with CPRC staff and regional partners, and participate in regional initiatives and organizational priorities.

Education & Experience:

Bachelor's degree in social work, human services, or a related field and at least one year of relevant experience are required. Demonstrated knowledge and experience supporting individuals needing long-term services and supports preferred.

The successful candidate must have excellent communication, documentation, and organizational skills, as well as the ability to work independently and collaboratively with diverse stakeholders. A strong understanding of long-term care systems and self-directed care, familiarity with social work ethics and aging services policy, and a commitment to person-centered care and Veteran advocacy are highly desirable. Evidence-based program certifications are a plus.

Starting Salary & Benefits:

Salary: \$51,710

*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.

Work Environment:

During the initial six months of employment, the employee will be expected to work primarily in-office. Following the initial six-month period, the employee will be eligible to take advantage of CPRC's hybrid work policies – when working hybrid, we currently anticipate this position will need to work at least 1-2 days per week in CPRC's Durham office. Local travel to meetings and partner sites in the Central North Carolina region is required, with occasional out-of-region travel. Access to company vehicle and/or eligible for mileage reimbursement.

Special Requirements:

- Must reside within the Central Pines Regional Council region
- Valid NC driver's license
- Obtain required certifications for Options Counseling and relevant Evidence-Based Health Promotions programs within six months of hire
- Compliance with relevant training standards for self-directed care

Our Organization:

CPRC is a member-driven regional planning organization committed to helping communities achieve strategic priorities through policy support, collaboration, and technical assistance. Learn more about our mission and work at <http://www.centralpinesnc.gov>.

How to Apply:

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

Incomplete applications will not be considered.

Position is open until filled; initial review of applications begins **July 20, 2026**.

All employment offers will be within the stated hiring range.

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