

Position: Senior Center Program Coordinator

Position Summary

Under the direction of the Director of Support Services, performs functions to ensure the success of the Senior Center. These functions include maintaining, monitoring and evaluating the program delivery of services by following all State and Federal guidelines and requirements.

Position Accountabilities

1. Responsible for overseeing employees at the Senior Center.
2. Responsible for writing and submitting reports on the activities of the program to the Director of Support Services.
3. Responsible for compiling program reports on time, accurately, and submitting them to the appropriate offices by established due dates.
4. Responsible for ensuring all back-up documentation such as participant sign-in sheets, transportation forms, logs, inventories etc. are completed and accurate.
5. Assist in preparation and distribution of monthly calendars, nutrition education, and other literature to participants
6. Will attend out-of-town meetings, trainings, and workshops as needed.
7. Responsible for ensuring all participant assessments are completed before expiration and submitted to Senior Care Advocate within 24 hours of completion.
8. Responsible for accurate and timely reporting of service units using program rosters
9. Responsible for accurate counting and reporting of deposits and other financial documents.
10. Responsible for performing outreach activities as needed.
11. Responsible for ensuring referrals are completed for needed services.
12. Responsible for the oversight, operation, and maintenance of company vehicles.
13. Responsible for maintaining an unrestricted driver's license
14. Responsible for ensuring the building, furniture, and equipment are being maintained.
15. Responsible for maintaining a current NM Food Handler's Permit and providing HMS with a copy
16. Responsible for having working knowledge of program policies and procedures.
17. Responsible for ensuring the service of one (1) balanced, one-third (1/3) nutritious, noon meal, five (5) days per week in congregate setting.
18. Responsible for ensuring the service of home delivered meals through preparation and delivery to eligible home-bound elderly, five (5) days a week for the noon meal, following one-third (1/3) RDA requirements.
19. Responsible for ensuring provision of transportation to and from the center for meals and activities.
20. Responsible to provide recreational and education programs, socialization activities, and health promotional programs and services.
21. In coordination with the Director of Support Services, provide information, referral, and benefit services available to the elderly in the community.
22. Responsible to provide outreach to expand the program and services to reach more of the elderly target population of the frail and low-income minority.
23. Responsible to provide the opportunity for the elderly to participate in decision making for the program through the site advisory council.
24. Responsible to provide necessary and required training to staff.
25. Responsible to adhere to established safety practices and standards.
26. Perform other related duties as assigned.

Minimum Qualifications

- High school diploma or equivalent required.
- Language Requirement: English
- Minimum one year experience with similar responsibilities.
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid, Unrestricted NM Driver's License
- Ability to obtain a NM Food Handler's Permit within 30 days of employment

Required Skills

- **Must have excellent customer service skills**
- Self-directed, detail oriented, and able to organize and manage multiple tasks/projects simultaneously
- Demonstrated skills in verbal and written communication
- The ability to meet deadlines
- Ability to promote and build teamwork
- Must have basic understanding of Windows, Outlook, Microsoft Word, and Microsoft Excel
- Must be able exercise critical thinking and excellent judgment
- Must be able to work well under pressure and with minimal supervision
- Ability to obtain certifications in Defensive Driving, CPR, First Aid, NM Food Handlers Certification, and any other trainings as required by the Area Agency on Aging

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope St, Suite C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326