

## **POSITION: DIRECTOR OF SENIOR SERVICES**

### **POSITION FUNCTION SUMMARY**

Under the direction of the Chief Support Officer (CSO), performs functions to ensure the success of Hidalgo Medical Services' senior program in Hidalgo and Grant County. These functions include overseeing the work of Senior Center Program Coordinators, maintaining, monitoring and evaluating program delivery of services by following all State and Federal guidelines and requirements, in addition to the requirements of the North Central New Mexico Economic Development District Non-Metro Area Agency on Aging.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for fostering a spirit of teamwork, unity, and support to enable team members to succeed. Responsible for creating a workplace culture that is consistent with HMS' mission, vision, and values.
- Responsible for the management of the design, development and implementation of all senior programs within HMS. Ensuring that all programs and services meet requirements outlined in all contracts.
- Responsible for oversight of food preparation, staff, inventory, and maintaining operational standards.
- Responsible for ensuring that all operational budgets are developed using time and production studies and followed.
- Will support CSO in effectively secure funding through grant proposals and negotiations with entities such as the New Mexico Area Agency on Aging, Department of Aging and Long Term Services, County Commissioners, City Councils, and Legislators.
- Will support CSO in applying for, tracking, and implementing Capital Outlay projects.
- Responsible for ensuring that all program operational and financial reports and invoices are completed, accurate, and submitted by required due dates.
- Responsible for ensuring the preparation of all program assessments, audits, and reviews.
- Responsible for ensuring that prospective participants/clients are assessed for services.
- Responsible for managing relationships with suppliers and ensuring inventory controls are followed.
- **Responsible for filling in when staff shortages occur during meal preparation and meal delivery.**
- Will support CSO in writing and submitting in a timely manner all grant applications, administration of grants, and the reapplication of all grants.
- Monitors all daily operations of program and staff.
- Responsible for planning and maintaining work systems that enable and encourage the optimum performance of staff and resources.

- Responsible for interviewing, hiring, onboarding, completing annual evaluations, and oversight of employees within the department.
- Will collaborate with Facilities Director to ensure oversight, operation, and maintenance of senior program fleet.
- Will collaborate with Facilities Director to ensure custodial maintenance of buildings, furniture, and equipment is completed.
- Responsible for ensuring the adherence of established safety practices and standards.
- Responsible for attending meetings, trainings, and workshops which may require out of town travel.
- Responsible for ensuring that all records are accurate and complete.
- Responsible for having the necessary working knowledge of policies and procedures.
- Will support CSO in coordinating and facilitating annual public hearing to assess the needs of seniors in Hidalgo and Grant County.
- Responsible for ensuring that senior citizens are given the opportunity to participate in decision making around services through an advisory committee.
- Responsible for the development and management of all socialization and health related activities at the senior centers.
- Participation in the development and implementation of the HMS comprehensive senior services plan.
- Performance of other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Minimum two years of proven experience in program oversight and managing employees.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's degree

#### **DESIRED SKILLS**

- Experience working with the elderly.
- Experience with oversight of food preparation and sanitation.
- Working knowledge of the New Mexico Environment Department's food safety and health inspection regulations.

#### **REQUIRED SKILLS**

- Physical and consistent attendance and punctuality corresponding to work schedule is an essential element to this job description and is critical to the efficient management and success of the program.
- Must be able to handle high levels of responsibility.
- Must be able to work well under pressure.
- Must be able to exercise critical thinking and excellent judgement.
- Exceptional interpersonal skills and ability to address consumer and team member issues and concerns professionally.
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.

- Must have strong mathematical skills and finance understanding.
- Requires proven knowledge of grant oversight and invoicing either through job experience or education.
- Must be self-driven, well-organized, adaptable, have an attention to detail, and a strong ability to oversee several projects concurrently.
- Must have strong knowledge of computerized systems (Microsoft Office, Microsoft Word, Microsoft Excel, and PowerPoint)
- Must be able to pass background check.
- Must possess a valid, unrestricted, NM driver's license.
- Ability to obtain certifications in defensive driving, CPR/First Aid, and any other trainings required by the North Central New Mexico Economic Development District Non-Metro Area Agency on Aging.
- Ability to obtain required New Mexico Department of Environment Food Safety Certifications within 30 days of employment.
- Language requirement: English

### **SPECIAL REQUIREMENTS**

- Must use own vehicle when traveling to assigned regular work site.

### **PHYSICAL DEMANDS:**

Standing	May require standing for periods of time and on an intermittent basis
Sitting and Walking	Requires sitting for long periods of time; Frequent use of computer keyboard
Walking	Requires walking on an on intermittent basis; Occasional prolonged walking
Pushing/Pulling	Push carts with materials, etc. from time to time
Squatting/Kneeling	Kneels or squats to plug/unplug various equipment intermittently; Frequent reaching, stooping, bending, and crouching
Lifting	Lifts necessary supplies and equipment utilized for job function: Occasionally lifts, supplies/equipment up to 50 lbs.
Carrying	Carries materials, etc. from time to time
Vision	Ability to read correspondence, reports, books, periodicals, and computer screen etc.
Hearing	Ability to perceive speech at normal loudness levels and to be able to respond to alarms, answering phone, and overhead page
Psychological	Ability to respond appropriately to stressful work and multiple demands. Resolves conflicts effectively, prioritizes task, responds to emergencies and reacts calmly. Knowledge or relevant office equipment. Knowledge of common safety hazards and precautions to establish a safe work environment.
Physiological	Work is primarily performed indoors in a controlled environment
Travel	Frequently drives short and/or long distances

**WORKING CONDITIONS:**

Exposure to unpleasant elements (accidents, injuries, and illnesses)

May be exposed to risk of blood borne diseases

Occasional pressure due to deadlines and working with the public

The above statements reflects the general details and considered necessary to describe the principal functions of the job as identified and should not be considered as a detailed job description of all work requirements that may be inherent in the job.

**TO APPLY:**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788

