

## **Position Senior Center Program Coordinator**

### **Position Summary**

Under the direction of the Senior Services Program Manager, 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**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

1. Responsible for overseeing employees at the Senior Center.
2. Responsible for writing and submitting reports on the activities of the program to the Senior Services Program Manager.
3. Responsible for compiling program reports on time and 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. Will attend out-of-town meetings, trainings, and workshops as needed.
6. Responsible for ensuring all participant assessments are completed on time.
7. Responsible for accurate and timely reporting of assessments and service units to the Tucumcari office using SAMs.
8. Responsible for accurate counting and reporting of deposits and other financial documents.
9. Responsible for performing outreach activities as needed.
10. Responsible for ensuring referrals are completed for needed services.
11. In coordination with the Senior Services Program Manager, responsible to develop and compile all required budgets, and reports to keep the Senior Center operating.
12. Responsible for the oversight, operation, and maintenance of vehicles.
13. Responsible for ensuring the building, furniture, and equipment are being maintained.
14. Responsible for having working knowledge of program policies and procedures.
15. Responsible for ensuring the service of one (1) balanced, one-third (1/3) nutritious, noon meal, five (5) days per week in congregate setting.
16. 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.
17. Responsible for ensuring provision of transportation to and from the center for meals and activities.
18. Responsible to provide recreational and education programs, socialization activities, and health promotional programs and services.
19. In coordination with the Senior Services Program Manager, provide information, referral, and benefit services available to the elderly in the community.
20. 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.
21. Responsible to provide the opportunity for the elderly to participate in decision making for the program.
22. Responsible to provide necessary and required training to staff.
23. Responsible to adhere to established safety practices and standards.

### **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 NM Driver's License

### **Physical Demands**

Standing	May require standing for periods of time and on an intermittent basis
Sitting	Requires sitting for long periods of time; Frequent use of computer and 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 of 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	Occasionally drives short and/or long distances

### **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 St. Ste. C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788.