



## AAA PROGRAM OUTREACH COORDINATOR POSITION

**SCOPE OF WORK.** 32 hours per week; Mon-Fri; occasional weekends and travel out of service area.

- Work with the ADRC program to create and implement an Outreach and Marketing Plan for options/benefits programs and services.
- Raises awareness in the Community about long-term care support services and options in SW Colorado.
- Will post AAA updates, announcements, on social media and the website.
- Will be asked to lead meetings, be a presenter and be engaged and prepared for other related meetings about AAA funded programs.
- Works closely with AAA providers and stakeholders to assist with training on SUDS, CRS and any other training needs for the provider network.
- Participate in program related trainings as outlined by funding contracts and deliverables.
- Works with all types of disabilities, ages, and families/individuals with all income levels.
- Works closely with staff from State and Federal Agencies and other funding partners as required.
- Works with stakeholders throughout region 9 – to develop resources, referrals, and multiple entry point systems.
- Must attend provider meetings, Advisory Council meetings, staff meetings and other meetings as appropriate.
- Attends quarterly service provider meetings and Regional Advisory Council meetings (they meet 4 times per year) for updates on service provider policy and procedures as well as legislation updates.
- Works with databases provided and required by funding partners (training provided).
- Works to meet program deadlines, as outlined by contract agreements.
- Other duties as assigned by Executive Director

### QUALIFICATIONS AND BACKGROUND.

- Must hold a bachelor's degree in arts, behavior science or have relevant life experiences.
- Minimum 2-3 years' work experience in the field of social work or public services
- Must have a person-centered philosophy.
- Must meet reporting deadlines as outlined by the State Unit on Aging/NWD
- Must be willing to participate in 8 hours of annual required training.
- Must be willing to travel throughout Region 9 and on occasion, outside of the service area
- Strong problem solving and analytical skills sufficient to identify issues and proposed solutions to customers and management.
- Experience in bringing diverse people together to form a team.
- Must be able to express empathy and understanding of customer/patient situations.
- Requires PC knowledge and software applications that include Microsoft Word, Excel, Power Point, website design, and Publisher.
- Must be able to cope and adapt to a high level of stress and work independently.
- Strong written and verbal communication skills
- Excellent interpersonal and customer service skills
- Independent decision making and the ability to meet deadlines.
- High level of professionalism is required.

- Experience in web-based communications is desirable (i.e. Zoom, Google Meets, etc.)
- Must be willing to seek funding opportunities through grant proposal writing.
- Proposal writing experience is highly desirable (tip: demonstrate any grants awards that you were responsible for)
- Proficiency in budgeting and budget planning is desirable.
- Must be flexible and be able to work occasional weekends for planned events or workshop opportunities (as an attendee or facilitator)

## **OTHER INFORMATION**

- Assist Executive Director in other areas that are required in a small office environment (must be willing to “wear many hats”)
- Must be willing to cross train and learn other duties within the organization.
- Some bookkeeping responsibilities are required – QuickBooks knowledge is desirable (some on the job training is available)
- Must be willing to engage in Professional Development or continued education at own expense. (Presently our organization does not have a policy to help in this area, but sometimes we are able to find opportunities for scholarships)

## **HOW TO APPLY**

- 32 hours per week. Compensation is based on education, experience, and knowledge of older adult programs.
- During probation period, tasks to be completed are specific. Must complete Person Centered Train the Trainer program within the first month of hire and during the probation period.
- Send a letter of interest, resume and 3 professional references to: [Director@sjbaaa.org](mailto:Director@sjbaaa.org)
- Write in the Subject Line: **Attn: Hiring Committee**

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