

## EMPLOYMENT OPPORTUNITY

### Senior & Disabled Program Specialist

The Senior & Disabled Program Specialist works under the supervision of the Program Coordinator to develop and implement service plans and resource referrals for volunteers who serve senior or disabled client needs in the community. The Specialist also serves as case manager for these clients.

#### JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Recruit, train, supervise and assign volunteers and interns for service programs.
2. Receive client referrals, conduct service eligibility intake, perform on-site needs assessment, and develop service plan for client.
3. Review and assess services provided at contract completion.
4. Maintain client and volunteer contract files, and agency statistical reporting database.
5. Assist with presentations to community groups/organizations to help develop partnerships and collaboration of complementary program initiatives.
6. Develop client-related informational materials, assist with scheduled reporting, and the development of program policies and procedures as needed.
7. Supervise program assistant, direct case management, and train, as needed.
8. Serve on program-related advisory boards or committees, as needed.
9. May participate in service projects as needed.
10. Participate in agency staff meetings and trainings, as required.
11. Other related duties as assigned by management.

#### QUALIFICATIONS INCLUDE:

##### Education & Experience

- Associate Degree in Human Services or related field preferred.
- Previous experience recruiting and supervising volunteers.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Must be qualified and comfortable driving a box truck.

##### Skills and Abilities

- Spanish/English bilingual or additional languages helpful.
- Desire to work with elderly and disabled individuals.
- Strong leadership and supervisory skills.
- Effective organization skills and solid initiative.
- General understanding of safety procedures for hand tools and power tools (mower, trimmer, chainsaw, electric screwdriver, saw, etc.).
- Proficient in Microsoft Office Suite applications, including Excel, Word, PowerPoint, Publisher and Outlook programs. EmpowOR database knowledge preferred.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.

- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

## COMPENSATION AND BENEFITS:

Starting wage between \$18.25 - \$20.15 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

## TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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