 <b>Area Agency on Aging</b> PALM BEACH/TREASURE COAST, INC.	<b>Position Title</b>	Healthy Aging Coordinator
	<b>Position Category</b>	Non-Exempt
	<b>Reports To</b>	Project Director, Healthy Aging
	<b>Date</b>	June 2021

### Position Summary

This position is responsible for recruitment, mentoring and placement of facilitators in the community; assisting in the administration of Healthy Aging Evidence Based Program Interventions including monitoring, data collection and attainment of program objectives and outcomes; scheduling interventions; as well as facilitating workshops as needed.

### Essential Functions

#### **Competency: Planning & Organization**

- Assist with planning and administering healthy living programs and projects to ensure the timely accomplishment of goals and objectives including development of contact sites; procurement of program materials and appropriate use of resources; and coordination of program activities including recognition
- Coordinate the recruitment and management of facilitators including maintenance of appropriate records and provision of program materials
- Coordinate volunteer training, assignments, and the successful completion of workshops

#### **Competency: Communications**

- Assist in obtaining relevant information and data regarding facilitator's assignments and participant demographics.
- Market facilitator opportunities throughout the senior network and maintaining open lines of communication with all stakeholders.
- Ensure the seamless integration of all aspects of the Healthy Aging Department by ensuring calendars, email appointments, and voice mail updates are maintained and supervisor is provided a weekly update in regards to program and facilitator status.
- Assist in facilitating quarterly meetings with volunteers and coaches and keep communication lines open through use of emails and phone calls

#### **Competency: Customer Focus**


- Advocate and educate all stakeholders and community organizations about the Agency
- Assist in developing and performing targeted activities on behalf of the program as assigned
- Assist and conduct informative presentations to seniors on healthy living initiatives

#### **Competency: Innovation**

- Develop new stakeholders/community partners collaborations to achieve desired outcomes
- Assist with the implementation and maintenance of a data base to assist in the management of program delivery and measurement of program effectiveness

#### **Competency: Quality & Continuous Improvement**

- Train and oversee the activities of facilitators and volunteer staff by providing mentoring and coaching as required
- Maintain an effective working relationship with site personnel to ensure the most effective outcomes for participants attending workshops/interventions
- Responsible for data base input, and generation of reports for assigned

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programs/projects

**Competency: Technical and Functional Effectiveness**

- Assist in ensuring compliance with each program’s requirements and regulations
- Attend trainings and becomes certified in evidenced based interventions to serve as a facilitator
- Complete assigned duties in a timely manner while maintaining a high level of accuracy
- Complete assigned duties as stated in the Agency’s Comprehensive Emergency Management and Continuity of Operations Plan.

**Non-Essential Functions**


- Lend support to other departments with special projects and events
- Perform other duties as assigned

**Other Competencies Related to Knowledge, Skills and Abilities and Other Personal Characteristics (note: not all may apply to every position)**

- Ability to effectively communicate and express ideas (verbally and written)
- Ability to work effectively in a high demand and fast paced environment to respond to changing priorities
- Knowledge of area programs, community resources and services and internal Agency practices and policies
- Knowledge of outcome measures and processes and coaching techniques is helpful
- Ability to establish and maintain professional communications and relationships with various organizations/agencies and be able to effectively interact with other staff members, seniors, other partner organizations and community leaders as appropriate
- Ability to effectively team; provide outstanding client service; and display effective time management skills
- Take personal responsibility and demonstrate accountability for actions
- Considerate and respectful of the diversity of others and adhere to the Agency’s cord values
- Committed to personal/professional growth and development
- Conducts self appropriately in work situations and when representing the Agency
- Knowledge of Microsoft Office Suite including Excel, Outlook as well as Internet Search Engines
- Ability to demonstrate the core values of the agency

**Minimum Qualifications**

- Required to successfully complete specialized training as assigned
- Combination of education/qualifications including at least three years of experience in a similar position conducting outreach, program and volunteer management

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**Physical Requirements and Working Conditions**

- May occasionally be required to work evenings and/or weekends
- Travel by car required
- Prolonged periods of sitting and working on a computer
- Intermittent lifting/carrying/set up of workshop materials

***The Area Agency on Aging Palm Beach/Treasure Coast retains the right to change this job description any time. The Area Agency on Aging Palm Beach/Treasure is an Equal Opportunity Employer.***

***Employee has acknowledged the receipt of his/her job description. If the employee has any questions regarding his/her duties, he/she should speak with the Supervisor or contact the Human Resources Department.***

***Print Name:***

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***Signature:***

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***Date:***

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