



Capital Area Council of Governments Job Description

CAPCOG Title: CAPABLE Program Manager

Division: Aging Services

Reports to: Director of Aging Services

State Title and Salary Grade: Program Specialist VII/ B23

FLSA Status: Exempt _____

GENERAL DESCRIPTION

Performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, coordinating, and implementing grant funded evidence-based model to community dwelling older adults. Provides consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. Serves in team lead capacity providing direction to others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES

Essential duties and functions may include the following. Other related duties may be assigned.

- Oversees the project development, process implementation and reporting activities assuring compliance with grants deliverables and performance requirements.
- Serves as team lead providing direction to occupational therapy, nursing and residential repair staff engaged in CAPABLE project implementation.
- Performs an array of technical training, research, planning, policy and program assessment and administrative activities related to project assignment.
- Solicits and develops regional partners for collaborations to support CAPABLE project objectives.
- Develops goals and objectives, monitors compliance with grant requirements.
- Reviews and evaluates information on client health outcomes
- Markets program(s) to community and professional groups to encourage participation and interest in project.
- Assists with program policy development.
- Assists with evaluation of program budget requests.
- Participates in CAPABLE intervention technical assistance meetings additional training as required by specific project goals and deliverables to ensure fidelity to the intervention model.

Other Duties:

- Conducting physical and psychological assessments of clients and developing person-centered plan of care ensuring fidelity to CAPABLE Model intervention.
- Assessing home environments of clients and deciding what adjustments are needed.
- Advising on adaptive equipment to help clients with daily activities.
- Educating caregivers and family members of clients
- Evaluating results, progress and client goal attainment
- Complying with federal, state, and local certification requirements.

GENERAL QUALIFICATIONS

Education: A bachelor degree in occupational therapy from a university certified by the ACOTE (Accreditation Council for Occupational Therapy Education) or AOTA (American Occupational Therapy Association). Certified by the National Board for Certification. Compliant with state healthcare regulatory requirements.

based service delivery, program development implementation and oversight, including fiscal management, with supervisory experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of:
 - Accounting and budgeting
 - Program evaluation and outcome measurement
 - Marketing and outreach planning
- Skill in:
 - Interpersonal, written and verbal communications
 - Preparing reports
 - Writing descriptive materials
 - Training and orientation of newly hired project staff
 - Presentation development including PowerPoint presentations
- Ability to:
 - Provide technical assistance and guidance related to evidence-based interventions
 - Conduct client assessment and care planning activities
 - Monitor and assess the performance of others; counsel others for improvement or take corrective action
 - Plan, assign, and collaborate on the work of others
 - Develop prepared material so that it is clearly understood by an audience.

Position Specific Competencies

- Analytic Problem Solving: uses a logical approach to make decisions, address problems, and take advantage of opportunities
- Decision-making: demonstrates use of effective decision-making techniques that provide timely, appropriate and ethical resolution to problems.
- Judgment: demonstrates critical thinking based upon in-depth data gathering, corroborating **Experience**: Two years of experience working within a clinical setting, experience with community- information, considering others’ input, and personal values and ethics.
- Personnel management – provides direction and communicates expectations effectively while motivating staff to meet goals.
- Work Organization: balances competing priorities to meet all project and team commitments in a timely manner and deliver quality results.

Other Requirements

- Must maintain a valid driver’s license, insurance coverage to the level required by the state of Texas, and have dependable transportation for travel within the region.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom

Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

- Never 0%
 Seldom 0-30%
 Regularly 30-60%
 Frequently 60-90%
 Constantly 90-100%
- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day*
- Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day*
- Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day*
- Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day*