



Capital Area Council of Governments Job Description

CAPCOG Title: Network Coordinator – Aging and Disability Resource Center

Division: Aging Services

Reports to: Assistant Director of Aging Services

State Title & Salary Grade: Program Specialist I/B17

FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs moderately complex human services work. Work primarily involves network coordination of the Aging and Disability Resource Center (ADRC) of the Capital Area and the Aging Services Council of Central Texas (ASC) acting as the liaison for the collaborating organizations in partnership, and development of new partnerships within assigned region. Work includes planning, project support oversight of collaborative activities and meeting facilitation for both the ADRC and ASC. This position also assists in external communications, capacity building activities and special project development and implementation as assigned. Work requires application of specialized program knowledge to develop and provide training for partner agencies. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

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

- **Develops:**
 - regular council, committee and work group meeting schedules, agendas, communications
 - relationships with regional organizations, community partners, funding entities to build capacity
 - guidelines, procedures, and rules and monitors compliance with policies and procedures laid out through Texas Department of Health and Human Services.
 - council and committee process and project implementation plans
 - presentations related to services, project goals and outcomes
- **Coordinates:**
 - implementation of ASC/ADRC needs assessments and strategic planning activities
 - member and community partner meetings
 - collaboration communication via print, oral and social media platforms
 - marketing of projects to general public and other interested community and professional partners
- **Prepares:**
 - RFPs and other grant opportunity applications
 - Grant reports as required by grantor agencies/organizations
 - Publications, resource guides for older adults, caregivers and individuals with disabilities
- **Participates:**
 - in facilitation of regular council, committee and work group meetings
 - in contract development, project implementation and program evaluation
 - in developing training opportunities for council and committee members
 - in special projects as assigned by ASC and ADRC
 - in development and dissemination of relevant educational information to local, state, federal and other relevant stakeholders

- **Represents:**
 - the ASC or ADRC by serving as liaison to relevant external stakeholder groups

GENERAL QUALIFICATION

Education

- Graduation from an accredited four-year college or university with major course work in sociology, psychology, social work, public administration, or related field preferred.

Experience

- Minimum of five years’ relevant experience in a human services program required.
- Experience working with older adults or caregivers preferred.

Experience and Education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of:
 - Computer operations systems and procedures
 - Accounting and Budgeting
 - Grants, project coordination
 - Presentation development including PowerPoint presentations
- Skill in:
 - Use of applicable software (MS Office applications)
 - Preparing reports
 - Writing descriptive materials
 - Both written and oral communication across media types
- Ability in:
 - Organize and manage numerous projects with limited supervision
 - Compile reports in applicable formats
 - Creating information messaging for external stakeholders
 - Organizing and implementing collaborative meetings

Position Specific Competencies

- **Analytic Problem Solving:** uses a logical approach to make decisions, address problems, and take advantage of opportunities
- **Attention to Detail:** Ability to focus meticulously on all duties, assignments, schedules, and resources.
- **Judgment:** Demonstrates critical thinking based upon in-depth data gathering, corroborating information, considering others’ input, and ethics.
- **Work Organization:** Balances competing priorities to meet 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.	Frequently
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

Other Requirements

Must have dependable transportation for travel within the region, maintain a valid Texas driver’s license, and proof of vehicle insurance as specified by the State of Texas.