

Capital Area Council of Governments Job Description

CAPCOG Title: Health and Wellness Program Coordinator
Division: Aging Services
Reports to: Director of Aging Services
State Title & Salary Grade: Program Specialist I/B17
FLSA Status: Exempt Non-Exempt

Work involves planning, developing, and implementing evidence-based disease prevention and health promotion programs for the agency, and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. This is a responsible and highly visible non-supervisory position. May train others. Works under moderate supervision with moderate 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

- Coordination and participation in activities that further the development of evidence-based programs with an emphasis on health, safety, and wellness
- Facilitating on-going training program for staff, volunteer master trainers, and lay leaders
- Development, facilitation, and the support of working partnerships with other area agencies on aging, state and local agencies, and community-based organizations
- Building and maintaining reference files on sources of public health data and information
- Development and dissemination of materials for regional use
- Conducting surveys with clients to determine level of client satisfaction with programs
- Working with interagency groups to secure funding and to carry out the provisions of any grant received
- Submission of all related reports
- Maintenance of files which support the programs including grant awards, performance reports, correspondence, budgets, billing, report submissions and any other required program-related documentation
- Researching evidence-based program best practices
- Developing public presentations, and providing education and advocacy surrounding evidence-based programs
- Recruitment, training, retention, and oversight of volunteer coaches/lay leaders
- Oversight of program contractors and temporary employees
- Participates in program planning, development, and implementation
- Participates in program-related conferences, institutes, committees, and other meetings for the promotion of evidence-based disease prevention and health promotion programs and activities
- May assist in the development of program policies and procedures
- May collaborate with program staff in determining trends and resolving technical problems.
- Reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.
- Liaison duties to community-based partner organizations relative to evidence-based health and wellness programs, providing them with advice, technical assistance and program resources and materials for the development, expansion, and maintenance of their programs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Education

Bachelor's degree from an accredited four-year college or university required.

Experience

Two years' experience in working with older adults preferred. Two years' experience in adult education/training and implementing new programs preferred.

Experience and education may be substituted for one another.

Must become an evidence-based program Master Trainer for all programs already implemented by the agency within three months of hire date, or within three months of implementation of a new evidence-based program by the agency.

Knowledge

- Customer service standards
- Presentation styles
- Microsoft Office and other applicable software
- Local, state, and federal laws, rules, and regulations

Skills and Abilities

- Effective communication skills with potential partners and volunteers
- Proficient in writing with use of proper grammar and punctuation
- Use of a computer and applicable software
- Report preparation
- Presentation development, including Power Point presentations
- Write descriptions of program resources for dissemination
- Develop prepared material so that it is clearly understood by an audience
- Reading, understanding, and interpreting pertinent sections of the Texas Administrative Code and the Older Americans Act
- Provide outstanding customer service
- Tracking participant information in prescribed software
- Train others
- Perform duties in compliance with laws, rules, regulations, policies, and procedures

Position Specific Competencies

- 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.
- Regulatory Compliance: Understand regulations and ensures that work is in compliance with regulations.
- 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 Texas driver's license, proof of insurance specified by the State of Texas, and dependable transportation for travel within 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.	Regularly
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 - 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 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

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name, Signature and Date

Supervisor Printed Name, Signature and Date