



Capital Area Council of Governments

Job Description

CAPCOG Title: ASC/ADRC Network Coordinator

Division: Aging Services

Reports to: ADRC Program Manager

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 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.

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

Education and experience may be substituted for one another.

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 three years' relevant experience in a human services program required; Experience working with older adults or caregivers preferred.

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.

Knowledge, Skills, and Abilities

- Knowledge of computer operations systems and procedures.
- Knowledge of accounting and budgeting.
- Knowledge of grants and project coordination.
- Skills in use of applicable software (MS Office) applications.
- Skills in preparing reports and writing descriptive materials.
- Skills in both written and oral communication across media types.
- Ability in organizing and managing numerous projects with limited supervision.
- Ability to compile reports in applicable formats.
- Ability to creating information messages for external stakeholders.
- Ability in organizing and implementing collaborative meetings.

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.	Frequently
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 - 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

PHYSICAL REQUIREMENTS 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 and Signature

Date

Supervisor Printed Name and Signature

Date