



ALTCEW JOB POSTING | 11/5/21

**Position Title:** Community Planning and Program Coordinator  
**Department:** Planning & Resources

### **Position Overview**

This position supports agency activities in planning, resource development, coordination and education for a comprehensive system of services to older persons, individuals needing long term care and the general public. This position is responsible for assisting with program development, implementation, including falls prevention and dementia friendly programming, as requested. This position reports to the Planning and Resource Director.

**Our Mission:** As an Area Agency on Aging we promote well-being, independence, dignity, and choice for older persons and all individuals needing long-term care in our five-county area.

**Benefits and Well-Being:** This position is full time at 37.5 hours per week. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance. Generous paid vacation and sick leave, 11 paid holidays, Washington Department of Retirement Systems pension/retirement plan and FSA accounts.

**Our Culture:** Our agency possesses a positive, welcoming environment. We provide a variety of wellness services, foster employee engagement through peer recognition and regular staff social activities, and pursue diversity initiatives. Our employee assistance programs foster health and well-being. Employees are regularly offered opportunities to socialize together, and volunteer in the community.

### **Essential Functions and Responsibilities**

#### **Planning**

- Assist with agency planning processes for the development and implementation of the agency's Area Plan and Strategic Plan.
- Assist in analyzing existing surveys of public opinion, demographic studies or other information gathering methods to obtain required information.
- Act as agency's disaster preparedness coordinator and participate in community disaster preparedness activities and preparedness groups as requested.
- Provide staff support to the Planning and Management Committee and its committees.
- Present information on ALTCEW services throughout the service area.
- Other duties as assigned.

## **Coordination**

- Provide support in the development, implementation, and marketing of programs and projects.
- Collect and analyze data; prepare scheduled and special reports; maintain program/project records and statistical information.
- Develop or participate in the development of funding proposals.
- Assist in the development of short and long term plans for programs, performance measures and monitoring to ensure outcomes.
- Participate in community workgroups, coalitions, and coordinates meetings as assigned.
- Serve as an ALTCEW staff resource to the Spokane Area Dementia Friendly Community Action Team, Activities Sub-Committee and other workgroups as assigned.
- Serve as a Dementia Friends Master Trainer, implementing the program in the ALTCEW service area.

## **A Matter of Balance (MOB) and FallsTalk (FT)**

- Fulfill expectations of a MOB Master Trainer as outlined by MaineHealth, including completing A Matter of Balance and A Matter of Balance-Virtual Master Trainer Certification and Updates, as requested.
- Fulfill expectations of a FT facilitator as outlined by Brookside Research & Development, balancing implementation of this program and MOB in coordination with the ALTCEW falls prevention team and state and agency guidelines around delivery of in-person classes. Participate in grant-funded FallsTalk programs (including FallsTalk-C and FallScape-D), as requested.
- Partner with other ALTCEW falls prevention staff in implementing all activities of the ALTCEW falls prevention program throughout the ALTCEW service area.
- Network with state, regional and community coalitions and partnerships to increase visibility and support for MOB and FT.
- Recruit, train and support volunteer MOB Volunteer Lay Leaders (Coaches) to lead MOB classes throughout the ALTCEW service area, in alignment with program needs.
- Build and enhance relationships with community partners to schedule, staff and support MOB classes in settings serving those with greatest social and economic need.
- Market MOB to senior residential care communities and organizations committed to protecting the health of older adults and disabled persons.
- Collect, analyze and report data for MOB and FT through ALTCEW data collection processes.

## **Physical Demands**

Driving demands average 10 to 50 miles per month depending on program needs. Frequent, intermittent keyboarding, throughout the day. Speech, visual, and hearing skills sufficient to interact with staff and the public, in person and via phone. Occasional periods of writing. Infrequent bending, stretching and lifting.

### **Skills, Knowledge and Abilities**

- Critical thinking, problem solving, organization, attention to detail, leadership, clear spoken and written communication, active listening.
- Must have strong and polished interpersonal, written and oral communication skills.
- Creative, strategic and analytical thinker with the ability to manage multiple projects.
- Must be highly organized and able to work well with others.
- Flexible; possessing the ability to wear different “hats” on short notice.
- Knowledge of the aging service delivery system in Washington State.
- Demonstrated skills in grant and technical writing planning and research.

### **Minimum Qualifications**

Bachelor’s degree in social work, public administration, social services or related field and two years of experience in aging services. Previous experience in planning and research processes, data analysis, knowledge and abilities previously listed.

**Start pay:** \$50,493

**Application Deadline:** December 15.

Apply at: [www.altcew.org/employment-opportunities](http://www.altcew.org/employment-opportunities). Call 458-2509 for assistance in applying.

**Diverse applicants encouraged to apply.**