



ALTCEW JOB POSTING | 8/1/22

Position Title: Falls Prevention Education Trainer

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 provide a hybrid (remote and in-office) work environment. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance. Generous paid vacation and sick leave, 3 self-care days, 12 paid holidays, Washington Department of Retirement Systems pension/retirement plan and FSA accounts and more. Mileage reimbursement is provided at the current federal reimbursement rate. Assistance with Public Service Loan Forgiveness.

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.

Position Overview:

This position is responsible for recruiting, coaching, teaching, marketing and delivering, but not limited to, the Matter of Balance (MOB) curriculum, FallsTalk, FallsTalk-C, and FallsScape-D, and any additional Falls Prevention programs offered by ALTCEW. This position recruits, leads, trains, educates, guides, and supports volunteer coaches that lead Falls Prevention classes. This position is responsible for outreach and implementation of all new Falls Prevention courses in coordination with ALTCEW falls prevention staff and leadership. This position reports to the Planning and Resource Director.

Essential Functions and Responsibilities include the following:

- Fulfill expectations of a MOB Master Trainer, as outlined by MaineHealth, including completing A Matter of Balance and A Matter of Balance-Virtual Certification and Updates, as specified within 6 months of hire date.
- Fulfill expectations of a FallsTalk 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).

- Partner with other ALTCEW falls prevention staff in implementing all activities and expectations to implement all Falls Prevention education and programs throughout the ALTCEW service area.
- Engage the community with national, regional, and local falls data. Network with state, regional and community coalitions and partnerships to increase visibility and support for falls prevention programming.
- Manage enrollment and maintain records for class participants and reporting purposes.
- Recruit, screen, train, and support MOB volunteer Lay Leaders (Coaches) to lead MOB classes throughout the ALTCEW service area, in alignment with program needs.
- Schedule MOB classes in community-based settings in alignment with ALTCEW priorities, to achieve deliverables as established by funding sources.
- Schedule FallsTalk, Falls Talk-C and FallScape-D courses in alignment with ALTCEW priorities to achieve deliverables as establish by funding source; up to and including providing support, education, and monitoring of participant dyads.
- Collect, analyze, and report data on programs through ALTCEW data collection processes.
- Lead and participate in community outreach and education events and initiatives on behalf of ALCTEW for program awareness and volunteer recruitment.
- Research, create, and develop the delivery of additional programs to support healthy aging and falls prevention programs and educational sessions.
- Develop and provide training for ALTCEW staff, community members and partner organizations on topics related to healthy aging and falls prevention.
- Participate in falls prevention coalitions and activities in the ALTCEW service area.
- Other duties may be assigned.

Environmental Factors

Ability to work on computers and the telephone for long stretches of the day. Be able to make home visits as needed. Have speech, visual, and hearing skills sufficient to interact with staff and the public. Have the ability to travel frequently using personal vehicle. Must have dexterity to operate computers. There are periods of writing, sitting, bending, stretching, and lifting. Must have the ability to lift 25 pounds on an occasional basis. Must be able to perform range of motion and low-level endurance exercises and to demonstrate MOB exercises.

Skills, Knowledge and Abilities

- Experience, passion, and interest in working with older adults and people living with disabilities.
- Knowledge about the special needs of older adults and people living with disabilities.
- Effective professional communication and interpersonal skills.
- Experience with group process, teaching, and program facilitation.

- Willingness to learn about and support the principles and protocols of evidence-based programs.
- Enthusiastic about being a member of a team.
- Experience working with diverse and rural populations.
- Experience providing feedback, accountability, and support for volunteers.
- Knowledge of aging and long-term care services including the Area Agency on Aging service network.
- Proficient with Zoom, Teams, Google Meet, and virtual meeting platforms as needed.
- Proficient with Microsoft Word, Excel, and working with program data reporting.
- Ability to provide in-person and virtual trainings.
- Ability to research and present new evidence-based Falls Prevention programs for future project development.
- Ability to attend community events to recruit volunteers and to provide ALTCEW education and resources.

Behavioral Standards

Represents the Agency in a positive manner and supports the mission of the agency. Comfortable with public speaking, outreach, and education in multiple settings.

Effectively communicates and is friendly, courteous, and respectful to clients, Agency staff and volunteers. Demonstrates compassion for our clients and their care. Effectively communicates one-on-one and in small group settings. Ability to be an effective team member that helps the organization meet its objectives. Takes initiative to meet work objectives. Demonstrates honest and ethical behaviors. Gets along with clients, volunteers, staff and supervisors.

Minimum Qualifications

AA degree in social work or health care education. 2 years' experience in the education or health care field, and experience working with older persons and/or disabled preferred. Experience training or leading group activities of up to 25 people required. This position also requires a criminal background check that qualifies the individual to work with vulnerable adults (WAC 388-133). Must have and maintain a valid driver's license.

Beginning Salary: \$48,657- \$51,121 dependent on experience

Application Deadline: August 15.

EEO Statement:

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, genetic information, veteran/military status, or disability status.

Apply at: www.altcew.org/employment-opportunities. Call 458-2509 for assistance in applying.