



POSITION CLASSIFICATION DESCRIPTION

Job Title: Senior Services Program Manager
Reports To: Montezuma County Director of Social Services
FLSA Status: Full-time, non-exempt
Department: Social Services
Salary Range: \$47,840-\$52,000

SUMMARY:

The Senior Services Program Manager oversees the day-to-day-operations of the Senior Center and ensures contract compliance with all related grants, and funds. This position provides supervision to staff, is responsible for organizing and implementing programs designed to meet the needs of the aging population in Montezuma County. In addition, this position is responsible for the planning and execution of regular and frequent activities for seniors and oversight of the congregate and home delivery meals program.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: *(The following statements are illustrative of the essential functions of the job and do not include other assigned duties)*

- Completes all activities requested by the Director
- Provide efficient and effective office management and support
- Assist public, deliver interoffice correspondence to various departments, process mail daily, order office supplies
- Manage the filing, storage and security of documents
- Maintain inventory files for audit for all contract services provides to Senior Services to include: Area Agency on Aging, TEFAP, CSFP, congregate meals, home delivery meals and others
- Complete all reports as required by funding sources.
- Make presentations to local officials, civic organizations, the media and the public.
- Build and maintain strong relationships with local officials, agency directors and the public.
- Supervises on site staff, and two remote sites of Mancos and Dolores
- Coordinates with Site Coordinator to plan activities, speakers and various entertainment for aging population.
- Ensures data is timely and accurately entered into each related data base to include but not limited to; Chocolate, SUDS, NSIP etc,
- Performs financial tasks to ensure separation of duties; enter daily cash amounts and deliver for deposit, verify balance petty cash daily, log and balance all incoming deposits and donations.
- Receives and reviews applications for the TEFAP and CSFP to ensure client meets criteria.
- Oversees the monthly commodity give-away (to include volunteer recruitment, site allocation/distribution of food give-away).
- Oversight of rental agreements of Annex to include: expectations, cleaning, deposit and rental fees.
- Ensure that the calendar for the Annex is reflective of the dates checked out and updated in real time.
- Files reports to the state as required for each contract.
- Submits Senior Center bills to County Finance and ensures fiscal compliance and accuracy is met.
- Supervises and trains volunteer kitchen and meals on wheels (home-delivery) drivers

- Prepare end of the month reports Cong. Meals, HDM Meals, and Meal Expenses.
- Develops monthly menu and ensures all meals are nutritionally analyzed in timely manner in conjunction with the on-site cook and off-site cooks.
- Reviews all time sheets to ensure accuracy prior to time submission.
- Orders food for program meals both on-site and home delivered to each site.
- Must have or obtain within 90 days Individual Caregiver certification.
- Develops and implements county wide Individual Caregiver Program.
- Attends and completes all training(s) required to fulfill the duties of the position. This includes but is not limited to ServSafe (Certified Food Protection Manager), CPR/Basic First Aid, Mandatory Reporter Training and Caregiver Certification.
- Coordinates the monthly commodity give-away.
- Enter stats in the N.P.E. report daily
- Visit the other sites and see that the kitchen is running appropriately meeting the guidelines required for safety and cleanliness.
- Ensure all invoices are submitted to the finance Manager timely and accurately. \
- Enter Caregiver Data into PeerPlace
- Works with the Area Agency on Aging dietician on menu planning, food ordering, and nutritional counseling (individual and group) and pursues “Best Practices” for each of these categories in order to develop a model Senior Center nutrition program.
- Works with food vendors to ensure product quality meets a high standard and that food prices are competitive to ensure fiscal budgets are complied with.

Education:

Preferred: Bachelor degree in one of the human behavioral sciences fields; Human behavioral sciences degree is defined as: Social Work, Sociology, Psychology, Guidance and Counseling and/or Child Development, Gerontology

Experience:

Three years’ experience working in public sector

Special Requirements:

Valid Colorado Driver’s License and satisfactory driving record. Must pass background check, drug screen and motor vehicle record check.

Required Knowledge, Skills and Abilities:

- General office procedures, policies and practices, as well as basic knowledge of standard office equipment to include computer, fax machine, copier, and telephone.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, filing and preparing clear and concise reports, correspondence and other written materials.
- Advanced accounting and budgeting principles and practices.
- Background with budgeting experience, federal funding and government accounting.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- External governmental bodies and agencies related to area of assignment.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.
- Must be able to communicate orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Researching, compiling, and summarizing a variety of informational and financial data and materials.
- Applying logical thinking to solve problems or accomplish tasks; understanding, interpreting and communicating complicated policies, procedures and protocols.

- Ability to act with discretion, maintain confidentiality and be professional.
- Ability to work in variety of accounting software's

Office Technology/Computer Skills:

Must be able to effectively use modern office technology and equipment, including computers, calculators, telephone, copiers with scanning and faxing capabilities. Must have extensive experience in word processing, database manipulation, and email with a high degree of accuracy. Must be able to learn the software and programs related to the position and the County.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and stand for long periods of time; use hands and fingers to handle or feel; and reach with hands or arms. The employee is required to stand; walk; climb or balance; twist; stoop, kneel, crouch or crawl. Must be able to respond to the customers' needs and perform tasks requiring extensive hand and eye coordination. Dexterity of hands and fingers to operate a computer keyboard, mouse and other devices and objects. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to work extended shifts and attend training when asked and the ability to work in stressful situations

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in shared office space. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to tolerate and be productive in a quiet to high noise level in the work place. May travel to rural areas.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County Department of Social Services' ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County Department of Social Services assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the Department change or other reasons deemed appropriate by Montezuma County Department of Social Services.

I have received the Senior Services Program Manager job description on _____. I understand that I am to become familiar with its contents.

Signature of Employee

Name of Employee

Date