SANTEE LYNCHES
Regional Council *of* Governments

JOB TITLE: Area Agency on Aging (AAA) Director Assistant

DEPARTMENT: Area Agency on Aging/Health and Human Services (AAA/HHS)

JOB SUMMARY: Under the direct supervision of the Area Agency on Aging (AAA) Director, assist with overall direction and management of aging services and programs for seniors who reside in the Santee-Lynches Region (Clarendon, Kershaw, Lee, and Sumter Counties).

Salary Range: $55,000 - $60,000

JOB DUTIES: The following list is not exhaustive. Tasks will be varied and may be changed based on the needs of the organization. The job duties include but are not limited to the following:

- Acts as Director in the absence of the AAA Director.
- Supervise day-to-day operations of the department. Ensure services are delivered seamlessly by overseeing multiple aging programs and initiatives. Ensure the services and programs are implemented in accordance with State, Federal, and SC Department on Aging policies and procedures, legal contracts, funding, and grants.
- Supervise the OASIS System and other program databases to ensure effective and accurate reporting to meet local, state, and Federal requirements.
- Establish workflow expectations for staff which align with the priorities of the AAA and SC Department on Aging.
- Manage needs assessments and gathers other information to develop long-range planning for aging services.
- Works closely with the Regional Aging and Disability Advisory Committee, attending quarterly meetings and providing sufficient information to enable informed recommendations on developing and revising regional comprehensive aging programs based upon the needs and established priorities.
- Foster and environment of collaboration through partnerships with government entities, private sector agencies, and community-based groups to expand and enhance services to seniors.
- Collaborate with the SC Department on Aging to align various strategic planning processes with the AAA's process in developing the four-year area plan and annual update reports.
- Collaborate with regional provider/contractors to address training needs and/or concerns.
- Collaborate with the AAA Director and Finance department on grant and budget management.
- Conduct staff evaluations
- Perform other duties as assigned by the AAA Director

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn quickly
- Demonstrated ability to show patience while working with senior citizens
- Self-Management/Planning/Organizing - Requires excellent organizational and time management skills; must be able to prioritize and reprioritize work activities as required independently; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; meets filing and other internal/external deadlines

- Must possess a strong customer-oriented attitude; be self-motivated and goal oriented; possess the ability to facilitate team effort as well as ability to work independently
- Must have the ability to work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets
- Must have cross-cultural sensitivity and personal value diversity
- Quality Management - Look for ways to continuously improve and promote quality; demonstrate accuracy and thoroughness

EDUCATION AND EXPERIENCE REQUIRED:

Minimum:

- Bachelor's degree in human services, geriatrics, social work, public administration, or closely related field; and
- Five (5) years' experience in human service programs with two (2) years of management experience.
- Knowledge and experience developing policies related to client-centered services and programs that serve vulnerable populations including but not limited to minorities, non-English speaking, veterans, residents of rural areas, and low-income communities.
- Knowledge of basic fiscal and programmatic principles and practices.
- Excellent communication skills, including public speaking; ability to communicate effectively, both orally and in writing.
- Must possess a valid SC Driver's License.

Desired:

- Master's degree in human services, geriatrics, social work, public administration, or closely related field; and
- Extensive experience managing senior programs and healthcare services for elderly clients on a local, state, or national level.
- Demonstrated success in community development, planning, and assessment while fostering collaboration among partners withing community-based organizations.
- Knowledge and experience developing policies related to client-centered services and programs that serve vulnerable populations including but not limited to minorities, non-English speaking, veterans, residents of rural areas, and low-income communities.
- Knowledge of the Older Americans Act (OAA).
- Knowledge of basic fiscal and programmatic principles and practices.
- Excellent communication skills, including public speaking; ability to communicate effectively, both orally and in writing.
- Prior experience working with a Regional Council of Governments or Area Agency on Aging (AAA). Prior experience working with the S.C. Department on Aging.
- Must possess a valid SC Driver's License.

**This organization reserves the right to modify, interpret or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will". *