

Home First

A Service of Seabury Resources for Aging

Job Description: Age-In-Place Program Coordinator

Position Status: Part-time (30-32), Exempt

Supervisor: Assistant Director/Director

Apply: Via email to EShelton@seaburyresources.org.

Position Overview

The Age-In-Place Coordinator is part of a dynamic management team at Home First that includes the Director, Assistant Director, Resident Care Coordinator, and Volunteer Coordinator. The AIP Coordinator is responsible for carrying out the key features of the Age-In Place Volunteer Program, which include volunteer recruitment, outreach, assessments, community relations, and administrative tracking.

Organizational Mission:

Home First provides community-supported, intergenerational housing programs for formerly homeless senior citizens residing in Northeast Washington, DC. Through three group homes, Home First is able to provide affordable and direct housing and supportive services for up to 20 seniors. Through the Age-In-Place program, Home First mobilizes volunteers to provide free home services for low to moderate income elderly living in their homes, thus maintaining neighborhoods, senior housing, and fostering intergenerational relationships between seniors and volunteers.

Roles and Responsibilities

- Oversees the Age-in-Place program and supervises the Volunteer Coordinator
- Recruits, schedules, orients, trains and supervises volunteer groups, and individual volunteers to perform home maintenance projects include but are not limited to yard work, heavy household cleaning, painting projects in Wards 4 & 5 for low-moderate income seniors. The Coordinator is expected to work alongside volunteers.
- Coordinate Intake/Assessments and import data into C-Stars and the internal database; then schedule volunteer group to complete project in a timely manner (in 2 weeks or less)
- Ensure the annual DCOA Performance Goals and Objectives identified are met (assessments, outreach, seniors served, and volunteers)
- Provide follow-up to volunteers, seniors, and maintain any and all records of volunteers and seniors (i.e., hours worked, names, organizational information).
- Maintain a list of seniors needing services and a more complete client database (Seniors We Serve) that tracks all Age-In-Place volunteer work. Assist and manage with administrative record keeping

- Conduct outreach to a variety of local entities; participate in college service fairs (or arrange participation by other staff) to disseminate information and recruit volunteers. He/she will also provide presentations to local churches, schools and service learning coordinators, and various community agencies. On occasion, the Coordinator may arrange for speaking engagements for other representatives of Home First.
- Develop and sustain partnerships for referrals for seniors in need of service. He/she should continually develop new partnerships with congregations, schools, civic organizations and businesses and continue the relationships by traditional and creative means.
- Coordinates Fannie Mae's Help the Homeless Walkathon including event planning.
- Other duties assigned.

Experience/Qualifications

- Bachelor's Degree in a related field; Equivalent experience may substitute for education.
- 1-2 years supervision of staff and/or volunteers, marketing, time management, and resource allocation.
- Demonstrated experience in and/or understanding of: volunteer recruitment, community organizing, public speaking, and working with diverse groups.
- Strong oral and written communication skills.
- Sensitivity to the special needs of the senior population is a must.
- Moderate physical strength to do house maintenance and yard work.
- Proficiency in Microsoft Office Suite, the Internet, and general computer technology
- Demonstrate leadership skills and a good team player
- Valid driver's license and good driving record

Mandatory Training Requirements: All Home First employees are required to complete or provide official proof of former completion of all mandatory trainings (i.e., CPR, First Aid, and Annual Physical) before the expiration date of their completion.

As an employee with Home First, I understand the expectations of me in this position as detailed in this job description. I agree to fulfill my professional obligations to carry out the specific duties and responsibilities as identified above. Further, I agree to work closely with my supervisor to successfully satisfy the requirements of my job, and adjust to changes as they are necessary to provide the highest quality of care possible to the staff and clients I work with.

My signature below signifies that I understand and agree to fulfill the responsibilities identified herein. I understand that this is not an exhaustive list of responsibilities, and that they may change or new ones be added as the needs of the population I work with change.

Employee Signature

Date

Supervisor Signature
ADA Requirement

Date

Knowledge	Occasionally	Frequently	Constantly
Reading, Speaking, Writing English			X
Communication Skills			X
Computers			X
Physical			
Walking			X
Standing			X
Sitting			X
Driving			X
Lifting up to 50 lbs. With or without assistance			X
Stretching/Reaching			X
Distinguish smell/temperature			X
Hearing/Seeing			X
Exposure to blood borne pathogens and infectious disease			X
Exposure to hazardous material			X
Climbing			X
Hand/finger dexterity		X	
Stooping (bend at waist)			X
Sensory Activities			X
Talking in person			X
Talking on the telephone			X
Hearing in person			X
Hearing on the telephone			X