

Aging Program Specialist – Nutrition (CARES Act)

General Statement of Duties

The Aging Program Specialist is responsible for a variety of programmatic and operational and administrative activities associated with the overall operation of the Area Agency on Aging CARES Act program in regards to nutrition services. The person in this position must be able to work independently; possess good decision making skills; organizational skills, written and oral communication skills, critical thinking and analytical skills. The person in this position must have a willingness to when necessary work extended schedules. The person in this position must have the ability to work cooperatively under pressure and to meet deadlines. This position will assume primary responsibility for service delivery, programmatic, and budgetary management for the Robeson & Scotland Counties congregate and home delivered meals older adult nutrition programs through the CARES Act.

Distinguishing Features of the Class

An employee in this class provides direct service, programmatic, and budgetary management for one or more federal, state, and local aging programs administered through the Lumber River Council of Governments and assists with provision of technical assistance and monitoring of community agencies funded through the CARES Act. Work requires the employee to work closely with public and private sector agencies and organizations, which may provide or use services of older adults. Employee works under the general supervision of the Aging Program Administrator and is evaluated periodically to determine the success of the programs and services.

Illustrative Examples of Work

Oversees the programmatic and budgetary daily activities for one or more aging programs, including but not limited to volunteer recruitment, program compliance, community education, expenditure calculations, meal delivery including freezer meals, and program scheduling. Program focus area will be congregate and home delivered nutrition programs in Robeson & Scotland Counties.

Assists Area Agency on Aging with local and regional planning and program and fiscal monitoring and assessment.

Provides technical assistance to service providers.

Monitors aging service providers.

Plans and conducts public forums.

Disseminates information about aging programs and services.

Other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of human services programs and specific aging services at federal, state, and local levels.

Knowledge of available public and private resources and their general use in aging programs.

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Knowledge of principles and practices of health programs, healthcare systems, and principles and practices of public administration.

Ability to plan, direct, and supervise program activities and participants.

Ability to establish and maintain cooperative working relationships with the general public and with federal, state, and local personnel.

Ability to communicate clearly and effectively in oral and written form.

Ability to plan program activities.

Knowledge of office procedures and office equipment.

Knowledge of computer hardware, software and peripherals.

Considerable knowledge of spelling, grammar, and vocabulary.

Knowledge and ability to create and process a variety of memos, letters, and reports with minimum assistance.

Physical Requirements

Position should possess the ability to perform climbing, stooping, walking, fingering, grasping, talking (including presentations to groups of individuals), and hearing.

Position should possess the ability to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

Position should possess the ability to perform visual acuity to prepare and analyze data and figures, view a computer terminal, and excessive reading.

Position should have the ability to be subject to inside environmental conditions involving temperature changes and to atmospheric conditions that may involve fumes, odors, dusts or mists.

Desirable Education and Experience

Bachelor degree in nursing, human services, public health, public administration or related field; or an equivalent combination of experience or training, preferred. Prefer at least one year's experience. Possession of a valid North Carolina driver's license and reliable transportation.

Special Notices

This is a time-limited position due to special funding through the CARES Act in response to the COVID-19 pandemic. This position is anticipated to last between twelve (12) and fifteen (15) months, with an end date no later than September 30, 2021.