

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title:

Aging Program/ Contracts Specialist
Area Agency on Aging
Albemarle Commission, Hertford, NC

About Us:

Initially organized in 1969 under the direction of the U.S. Economic Development Administration, the Albemarle Commission is sanctioned as the Lead Regional Organization for Region R by the federal government. Through legislation, the Commission became one of five regional planning and development commissions, serving the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. For more information about the Albemarle Commission and the important work that we do, visit www.albemarlecommission.org.

The Area Agency on Aging (AAA) is a federally mandated program of the Albemarle Commission that provides various services and supports to older adults and their caregivers in our 10-county service area. The AAA network was established by the Older American's Act of 1973 to plan, coordinate and deliver a variety of local home and community-based services to support vulnerable older adults to live with independence and dignity.

Description of Work:

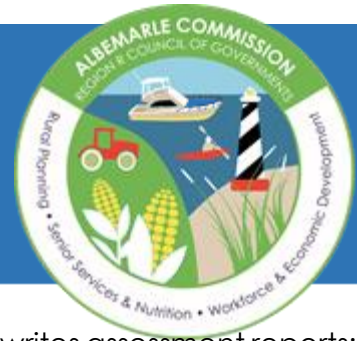
The Aging Program Specialist performs administrative and support tasks as it relates to the daily operations of the Area Agency on Aging (AAA). This position works under the supervision of the Area Agency on Aging Director and plays an important role in service coordination and compliance of the AAA. Duties include providing coordination and oversight to various programs and initiatives, working with partner agencies to ensure compliance and providing technical assistance and support to older adults.

Specific responsibilities include:

- Responsible for compiling contracts for local counties and providers; solicits bids; makes recommendations for contract awarding; makes recommendations on contract allocations based on availability of funds and past performance; maintains contract records.
- Oversees the planning committees to ensure members are diverse, active and appropriately appointed or reappointed by a governing board. Plans and coordinates semiannual planning committee meetings to discuss allocations and usage of funding.
- Manages the Aging Resource Management System (ARMS); enters data into the database for all local contracts with counties and local providers; reconciles budgets; makes corrections; assists providers in processing and approval of budgets and reimbursement.
- Serves as lead monitor for programs; makes site visits and reviews documentation to

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monitor programs for compliance; conducts fiscal monitoring; writes assessment reports; communicates with providers and provides technical assistance to resolve noncompliance issues.

- Provides assistance to clients, caregivers and older adults seeking supportive services for older adults 60+. Provides referrals and follow up with individuals needing assistance.
- Serves as a State Health Insurance Information Program (SHIIP) counselor.
- Provides administrative support to the Senior Tar Heel Legislature to include, but not limited to, corresponding with local County Governments to request appointments and nominations, arrange meeting locations, compile meeting minutes, etc.
- Assist the Regional Long-Term Care Ombudsman with committee appointments, correspondences and meeting planning.
- Other related duties as assigned.

Education and Experience:

A Bachelor's degree in Human Services or related field is preferred. A combination of education and experience may be considered.

Salary:

This position is a salary grade **18**. The starting salary for this position is **\$41,780-43,185**.

Benefits:

The Albemarle Commission offers a generous benefits package to our fulltime employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; employer paid health, dental, vision, and short/ long-term disability, life insurance; longevity pay after 5 years of service.

To Apply:

Submit a cover letter, resume and 3 references to Ashley Webb at awebb@accog.org.

The Albemarle Commission is an Equal Opportunity Employer.