

Florence County Job Description

Position Title: Director Aging & Disability Resource Center and Aging Unit
Department: ADRC/Aging Unit
Reports To: Commission on Aging ADRC of Florence County Governing Board, Florence County Board of Supervisors
FLSA Status: Full-Time (40 hours per week)/Exempt
Salary Range: \$30.00
Salary Grade/Level: 1

Position Summary: Manage, direct, supervise, coordinate, plan and monitor the services of the Aging and Disability Resource Center and Aging programs in Florence County in accordance with federal and state laws and in conjunction with County policy. Provide direct supervision to all ADRC and Aging Unit staff. Prepare and recommend annual Aging & Disability Resource Center and Aging Unit budgets. Oversee the budget and financial management of all ADRC/OAA programs.

Essential Functions:

- Plan, develop, administer, deliver and monitor programs and services of Aging & Disability Resource Center and Aging Unit, including the aging unit 3 Year Plan, Marketing/Outreach Plans, Quality Assurance Plans, and Resource Center Access.
- Act as liaison with State on budget, fiscal and contract matters; maintain current policy knowledge to ensure compliance with federal and state regulations through regular/on-going training.
- Develop annual department budget, do monthly bookkeeping tasks related to authorizing expenditures, revenue, monthly vouchers and prepare required monthly, semi-annual and annual claims and budget reports.
- Develop and oversee department service contracts, write grants, assure compliance with contracts and grant requirements including OAA funding, State Bureau on Aging contracts, the Area Agency on Aging, the Office on Resource Center Development, and Wisconsin Department of Transportation.
- Prepare for and participate in State, GWAAR and ORCD program monitoring and site reviews; prepare and submit required County, Area Agency on Aging, State and Federal fiscal and program reports.
- Compile client and participant data for reporting to oversight committees, governing boards, county board, Area Agency on Aging, State DHFS and Federal Authorities and granting authorities to maintain state and federal funding, and to ensure contract compliance.
- Implement the procedures outlined in the Florence County Policies and Procedures and Administrative manual in the recruitment, screening, hiring, promoting, discipline and termination of staff, including the assessment and delivery of staff training requirements.
- Conduct planning activities which identify the needs of the elderly, disabled persons and their family caregivers and determine how to best meet those needs by maximizing resources and minimizing duplication.
- Organize citizen advocacy efforts. Advocate for and communicate needs of client groups through media, public speaking and individual contacts.
- Collaborate with other agencies and coordinate activities outside the office which result in the development of comprehensive services and resources available to the elderly, disabled persons and their family caregivers.
- Perform additional duties as assigned by the Governing Board and Florence County Board of Supervisors.
- All other duties as assigned.

Supervisory Requirements:

- Follow Florence County's employment policies and applicable laws.
- Planning, assigning and directing work; appraising performance; reward and disciplining employees; addressing complaints and resolving problems.

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Education:

- Bachelor of Arts or Science degree or the equivalent competency and practical knowledge and experience in the essential functions of the position
- Minimum of two (2) or more years of experience working with one or more the client populations of the Aging and Disability Resource Center or Aging Unit; five (5) years of experience preferred.
- Must successfully complete initial and ongoing trainings as required by the Wisconsin Department of Health Services, Greater Wisconsin Agency on Aging Resources and the Florence County Aging Unit.

Licenses and Certifications:

- WI Long-Term Care Functional Screen Certification within 6 months of hire and sustained throughout employment.
- Certified Information and Referral Specialist through AIRS within one year of hire.
- Wisconsin Food Service Sanitation Certification within 6 months of date of hire.

Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Excellent written and verbal communication skills.
- Strong computer skills in word and excel.
- Must be or become certified in food service sanitation.
- Ability to analyze data and information using established criteria, in order to define contract obligations, and to consider and select alternatives. Ability to compare, count, differentiate, measure, and/or sort data and information. Ability to classify, compute, tabulate and categorize data.
- Experience managing and directing the work of others. Ability to proactively supervise, counsel, mediate, and train others.
- Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.
- Ability to interpret and apply federal, state and local policy and guidelines.
- Knowledge and understanding of target populations served by Aging & Disability Resource Center and Aging Unit.
- Knowledge and understanding of process, policy and procedure as they pertain to contracts, budgets, personnel management, and functions of the Aging & Disability Resource Center and Aging Unit, and Older Americans Act programs.
- Maintain required confidentiality in client and personnel records where appropriate.
- Experience and ability to provide exceptional service levels to program participants in a community/social work setting.
- Ability to travel. Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

Physical Requirements:

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Occasionally required to sit and taste or smell.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

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Work Environment:

- Office environment. Minimal noise level.
- Regularly exposed to outside weather conditions.

List of Acronyms in position description

ADRC = Aging and Disability Resource Center

DHS = Department of Health Services

GWAAR – Greater Wisconsin Agency on Aging Resources

OAA = Older Americans Act

ORCD =Office of Resource Center Development

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Employee Acknowledgement:

I acknowledge that I have received a copy of the ADRC Director job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name