

Aging & Disability Resource Center Director (Full-Time)



Description of Duties

This position will manage, direct, supervise, coordinate, plan and monitor the services of the Aging and Disability Resource Center (ADRC) and Older American's Act (OAA) programs in Florence County in accordance with federal and state laws and in conjunction with County policy. Provide direct supervision to all ADRC and OAA program staff. Prepare and recommend annual Aging & Disability Resource Center and OAA program budgets and oversee the budget and financial management.

This position will provide the following essential functions (this list is not to be construed as all-inclusive):

- 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.
- 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.

Deadline

Applications will be accepted until the position is filled.

Questions about the position can be directed to Donna Trudell at 715.528.3201 or email dtrudell@florencecountywi.gov

Florence County is an Equal Opportunity Employer

Visit www.florencecountywi.com for more information.

Interviews will be scheduled as soon as possible.

Requirements

- Bachelor of Arts or Science degree and at least one year of experience working with individuals with client populations. Note: The ADRC can choose to request an exception to the education/experience requirement for an excellent candidate, but such approval is solely the discretion of Wisconsin Department of Health Services (WI DHS).
- Must successfully complete initial and ongoing trainings as required by WI DHS and the ADRC of Florence County.
- Must have excellent written and verbal communication skills as well as strong interview and active listening skills.
- Must have strong computer skills and the ability to effectively utilize required software and database programs.
- Ability to travel locally and state-wide for training and conferences.

Employment Benefits

- This position is full-time, 40 hours per week
- Position Pay beginning at \$28.00 - \$30.00 (based on qualifications)
- Paid Vacation, Personal Time, Sick Leave, Health/Dental/Vision, HSA contribution, Wisconsin Retirement System (pension)

APPLY!

To apply for this position, please submit a County employment application, resume, and three professional references to:

Florence County Clerk's Office

RE: ADRC Director

PO Box 410, Florence, WI 54121

OR apply by email to: dtrudell@florencecountywi.gov