

# **Middle Alabama Area Agency on Aging JOB ANNOUNCEMENT**

## **Job Title: AmeriCorps Project Director**

**Location:** Central Region (Blount, Chilton, Shelby, St Clair and Walker counties)

**Office Location:** Alabaster, AL

**Status:** Full Time, Non Exempt as of December 1, 2016

**Reports to:** Executive Director

**Department:** AmeriCorps Project, Wellness Programs, and Outreach

**Date: July 14, 2016**

**Summary:** For the wellness component of this position, the Project Director is responsible for developing, implementing, and overseeing a comprehensive wellness program. Wellness programs are those approved by the Administration for Community Living as meeting the “highest criteria” for evidence based disease prevention and health promotion. This position also requires that the Project Director oversee all aspects of the M4A AmeriCorps Project. The AmeriCorps Project is grant-funded in 3-year increments and renewable on an annual basis. The Project Director is responsible for recruitment, training, development, reporting, grant applications, member scheduling and general AmeriCorps program support. The Project Director oversees the quality of reports submitted to AmeriCorps and Serve Alabama.

**Essential Duties and Responsibilities include the following, although other duties may be assigned:**

**Wellness:** Directly oversees, manages, evaluates, and expands the health and wellness program of the Area Agency on Aging. Responsible for overseeing and implementing all M4A health and wellness projects, specifically coordinating and expanding health promotion and disease prevention services.

- Implement evidence-based disease prevention program. Seek partnerships and future funding for the program. Measure impact and effect of the program and share results with ADSS, AoA, stakeholders and other agencies.
- Provide senior centers with monthly health promotion literature and brochures. Literature will cover topics on Alzheimer’s disease, physical activity, dietary supplements, fronto-temporal disorders, fatigue, heart health, high blood pressure, hyperthermia, kidney disease, osteoporosis, shingles and more. Literature has been secured from the National Institute on Aging.
- Seek partnerships with the Alabama Department of Public Health, Mental Health, UAB School of Public Health, UAB Nutrition and Geriatric Departments to promote health and wellbeing of senior citizens.
- Successfully implement Chronic Disease Self-Management at one long-term care or health care facility (i.e., hospital, assisted living facility) and one additional focal point.
- Research additional Tier III Evidence Based Intervention Programs and make recommendations as to which program should be implemented, where, when, and by whom.

**Long-term planning and Quality Assurance:** (Measure and Report) Work with Executive Admin staff and Program staff on long-term strategic planning and reporting effectiveness and integrity.

- Measure service's efficiency and effectiveness using quantitative and qualitative methods. Help ADRC achieve specific objectives, implement person centeredness and participant-directed care.
- Tabulate data regarding cost impact of ADRC/M4A services to share with community, stakeholders and funders.
- Measure effects of the service delivery system (outcome measures). Estimate the value of the benefits or comparative data on program impact.
- Develop innovative methods to market and promote ADRC/M4A.
- Help develop future planning that accounts for demographic shift and shortfall in government funding.
- Seek partnerships with providers and community to build-up resources.
- Reach out to isolated populations (direct-marketing outreach).
- Develop performance indicators to monitor service quality by collecting data on the satisfaction of those served (Quality Assurance).
- Report on program efficiency, effectiveness, and productivity by assessing the relationship between the resources used (program inputs) and the output and outcome indicators.
- Utilize performance measures to assess individual program goals, progress, obstacles, and results among program staff, administrative staff, the public, and stakeholders.

**AmeriCorps Key Responsibilities:**

- Assist in recruitment efforts for the program, ensuring that all program slots are filled.
- Coordinate AmeriCorps member orientation and plan logistics for ongoing member training or professional development.
- Coach AmeriCorps members on developing productive partnerships with senior centers, staff, and the community.
- Coordinate evaluation activities by designing and developing special studies to investigate unique aspects of the program
- Compile, edit, and write qualitative and quantitative progress reports and annual renewal application to Serve Alabama.
- Manage member exit, enrollment and files to ensure AmeriCorps member compliance.
- Manage member files and support team through AmeriCorps and Serve Alabama annual audits.
- Ensure member compliance via **hour log** approvals and quarterly compliance checks
- Work with site supervisors and assist in providing observations as needed, coaching AmeriCorps members on service delivery.
- Coordinate AmeriCorps member performance management process.
- Coordinate accurate and timely data collection across all AmeriCorps partner sites.
- Assist in cultivating strong relationships with partner sites.
- Promote community visibility of M4A and the AmeriCorps program.
- Review and update policies and forms to comply with Federal and State regulations.

- Coordinate budget planning, track budget to actual expenses, pay bills, oversee staff/member reimbursements, and make recommendations for fiscal strategy.
- Other assignments based on needs of the program and agency.

**How to Apply:** Email cover letter, resume, salary requirements and three references to:  
Lisa Adams, HR and Operations Manager at [Lisa.Adams@m4a-alabama.org](mailto:Lisa.Adams@m4a-alabama.org)

**Applicants who do not submit all requested information may not be considered.**

Dead line to apply: Friday, July 22, 2016