

**TITLE:** Senior Programs Coordinator

**REPORTS TO:** Director of Operations/Communicable Disease Coordinator

**QUALIFICATIONS**

1. Possesses a Bachelor of Science degree in Nursing from a college program which includes a practicum in gerontology.

OR

Has ten years of nursing experience, five of which must have been in gerontology nursing, and two years of supervisory experience preferable.

2. Is currently licensed as a RN through the Illinois Department of Professional Regulation or is eligible and will obtain Illinois license within six months of employment.
3. Complies with accepted professional standards and principles.
4. Is self-directed with the ability to work with little supervision; has good organizational skills.
5. Demonstrates thorough knowledge of the Illinois Department on Aging and East Central Illinois Area Agency on Aging programs.
6. Demonstrates autonomy, organization, assertiveness, flexibility, and cooperation in performing job responsibilities.
7. Has excellent observation skills, good nursing judgement, good oral and written communication skills and public relations skills.
8. Demonstrates ability to supervise and direct assigned staff.
9. Demonstrates ability to establish and further effective working relationships with the general public, hospitals, extended care facilities, members of the medical community, community leaders, members of professional organizations and governmental/accrediting officials.
10. Possesses and maintains current CPR certification.
11. Possesses and maintains good physical stamina and mental health.

12. Must be a licensed driver with an automobile that is insured and in good working order. Proof of current automobile insurance coverage is required.

### **SUMMARY OF JOB RESPONSIBILITIES**

The Senior Programs Coordinator, with minimal external direction, supervises senior care programs and provides technical direction and guidance to home health nursing and support staff.

### **RESPONSIBILITIES AND DUTIES**

The Senior Programs Coordinator is responsible for the following areas either directly or by delegation:

1. Seeks and obtains sufficient information necessary to function effectively in the senior programs setting where assigned.
2. Plans, assigns and reviews the work activities of assigned nursing staff engaged in senior programs.
3. Functions as a resource person to staff, community leaders, the general public, and volunteers to interpret and further the senior programs throughout the service area.
4. Maintains knowledge of community resources involving seniors.
5. Maintains necessary program records, statistics and reports for purposes of evaluation and reporting of program activities.
6. Assures proper maintenance of senior programs client records as mandated by grants/contracts and in compliance with local, state and federal laws.
7. Provides orientation to new assigned personnel.
8. Assists with program planning, implementation and evaluation of performance via quarterly and annual reviews and conducting or delegating chart audits.
9. Assures senior programs staff maintains and upgrades professional knowledge through the attendance and participation in continuing education and inservice training. This will be in compliance with agency and contract(s) standards and policies.
12. Conducts staff training/in-services to ensure staff remains knowledgeable of programs.

13. Assists administration in maintaining and evaluating senior programs contracts and obligations.
14. Assures that records are prepared for IDOA and ECIAAA reviews and develops corrective action plan when deficiencies are identified.
13. Demonstrates understanding of the Organization's mission and values through behaviors which supports this.
14. Assumes responsibility for personal growth and development and maintains and upgrades professional knowledge and practice skills through attendance and participation in continuing education and inservice classes.
15. Performs other duties as assigned.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

### **WORKING CONDITIONS**

1. General office environment.
2. Community and home environment.
3. Exposure to infectious diseases.
4. School environment.
5. In and out of automobile.

### **CONTINUING EDUCATION REQUIREMENTS**

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by their immediate coordinator. The annual minimum requirements for continuing education are 12 hours. All agency personnel must attend mandatory educational programs.