

NOW HIRING

AREA AGENCY ON AGING & DISABILITY PROGRAM SPECIALIST/QUALITY ASSURANCE

GENERAL STATEMENT OF DUTIES: Responsible for monitoring activities of Title III & State Funded Service Providers as assigned by the Area Agency on Aging and Disability Director, and follow-up on monitoring.

EXAMPLES OF DUTIES:

- Monitor Office on Aging/Senior Centers, the Elderly Nutrition Program, and HCBS program service providers.
- Provide technical assistance to Office on Aging/Senior Center staff.
- Title VI Coordinator.
- Volunteer driver for MY RIDE.
- Coordinate and implement the Northwest TN Senior Olympics every fall. Also be able to serve on the State Tennessee Senior Olympics Board of Directors.
- Point of contact for projects when necessary.
- Attend HRA Nutrition Program menu conferences and other Nutrition meetings.
- Be able to attend trainings, meetings, and conference calls directed by the Tennessee Commission on Aging and Disability.
- Assist the Director in writing the Area Plan and other grants that may come available.
- Disaster Coordinator for the Area Agency on Aging and Disability.
- Promote visibility of the Area Agency on Aging and Disability programs and services by participating in public awareness events district wide.
- Other duties that may be assigned by the Area Agency on Aging and Disability Director or Executive Director.

QUALIFICATIONS: Bachelor's Degree and minimum of 2 years' experience in Social Service Program implementation.

Interested parties should email letter of interest and resume to Emily.Payne@nwtd.org no later than January 22, 2021 at 10 a.m.

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