

NORTHWEST TN AREA AGENCY ON AGING & DISABILITY

CARES COORDINATOR

The Northwest TN Area Agency on Aging & Disability has a temporary part-time job opening for a CARES Coordinator. This position will work with providers, senior centers, and other contracted entities to ensure CARES Act Funding is used in accordance with contracts for providing services to age 60+ individuals to prevent their exposure to COVID-19. This position will also involve outreach within the nine county district.

QUALIFICATIONS:

- Minimum of high school education, and preferably post-secondary clerical skills training.
- Computer skills, excellent oral, written and organizational skills required.
- Must have dependable transportation to travel throughout the district.

Pursuant to a declared policy of non-discrimination, AAAD's does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability or military service.

If interested please submit a resume and references to Susan Hill at susan.hill@nwtd.org by 4:30 p.m. July 27, 2020.