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| **Healthy Connections Program Specialist**  **Job Description** | |
| Job title: Healthy Connections Program Specialist | Reports to: Program Manager |
| Department: Housing & Community Services | Work location: Rutherford office/hybrid |
| Position status: Full time  FLSA classification: Non-exempt | Salary range: $25.52/hour |
| The Healthy Connections Program Specialist assists with program scheduling, development and special projects of the Healthy Connections (HC) program, which includes Lifetime Connections Without Walls (LCWW) and the healthy aging activities scheduled at Family Eldercare’s Service Coordination sites, i.e., “HC Onsite.” They will assume responsibility for coordinating special projects and pilot programs as related to client programming.  **Essential Duties and Responsibilities:**   * Coordinate special projects and pilot programs as assigned, e.g., digital literacy, intergenerational * Assist with program development for LCWW and HC Onsite * Serve as primary contact for program inquiries and referrals and record in corresponding spreadsheets * Serve as ambassador for the HC Onsite program, engaging with residents to increase participation and working with resident groups, e.g., attend resident council meetings * Correspond with partners and Service Coordinators to create HC Onsite quarterly program schedules * Correspond with partners and volunteers to create LCWW quarterly program schedules * Create catalog and calendar for LCWW quarterly program schedules, e.g., write, edit, and proofread * Collaborate with HC Program Manager to develop a program promotion plan for HC Onsite and participate in activities to promote plan as needed * Assist with creating HC Onsite outreach materials, e.g., flyers, sign-up sheets and oversee distribution * Document tasks in agency database, shared documents as assigned * Ensure data tracking is implemented and conducted in accordance with departmental Housing and Community Services/agency strategies and funder reports * Facilitate LCWW volunteer-led sessions and host community partner-led session as needed * Handle client issues outside programming, e.g., occasional case work, I&R * Attend HC Onsite activities as needed, e.g., new class and/or instructor * Attend community outreach fairs as needed * Assist with program surveys as needed * Assist with tasks and projects as assigned * Work to create a welcoming, inclusive, and equitable environment for program participants, partners, session facilitators, and volunteers * Maintain positive professional relationships with clients, staff, volunteers, and community partners | |

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| **Education and/or Work Experience Requirements:**   * Bachelor’s degree in social or human services, or related field; or equivalent combination of education and experience * Two years of experience working with the older adults in various settings * Experience with program development and coordination, scheduling, community engagement; working in client-centered roles * Proficient in Microsoft Suite (Word, Excel, Outlook, Teams) and Google (Gmail, Drive) * Familiarity with telephone and video conferencing platforms; knowledge of Dialpad Meetings a plus * Bilingual in Spanish preferred |
| **Working Conditions/Physical Requirements:**   * Work duties may occur in a hybrid setting depending on program demands and deadlines. An estimated 45% of job duties will occur at Family Eldercare’s Rutherford office, 5% at Family Eldercare’s Service Coordination sites, and the remaining in a home office setting. * Significant amount of time spent on phone and computer with clients, partners, and other program contacts. * Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards. * Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal,   state and local standards. |
| **Competencies:**   * Strong organizational skills with high attention to detail * Effective interpersonal and client-centered communication skills * Ability to assess the needs of clients and provide thoughtful and appropriate support * Ability to work in the community and speak with clients and professionals in individual and group setting, e.g., presentations * Ability to meet program goals and performance objectives * Ability to develop productive relationships with coworkers, clients, program partners and volunteers * Ability to work independently and as a team member, organize work efficiently, and prioritize response to changing needs of the program with moderate supervision * Ability to interact in a positive manner in person, on the phone, and through electronic devices * Ability to communicate and work with people of diverse backgrounds and abilities * Ability to make constructive use of professional supervision |
| **Acknowledgement and Review:**  By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities with or without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs. |
| Print employee name: |
| Employee signature: Date: |