

## Job Posting

**JOB TITLE** Non-Metro Area Agency on Aging Integrator

**SALARY RANGE** \$55,000 - \$75,000

### PURPOSE

This position integrates functions, programs and projects of the Non-Metro Area Agency on Aging (Non-Metro AAA) to achieve effective and efficient operations, as well as optimal service delivery and outcomes for older adults.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Responsible for development, implementation and evaluation of the Area Plan for three Planning and Service Areas (PSAs)	40%
Coordinates activities across the Area Agency on Aging, including direct services	20%
Evaluates outcomes and results for the Area Agency on Aging and its providers	20%
Manages special and/or pilot programs and projects	20%

This position requires a creative, highly motivated and responsible individual with exceptional communication and leadership skills. The candidate should be comfortable working with and directing activities among management-level personnel and should be experienced in evaluation methods. This position requires travel throughout New Mexico.

### EXAMPLES OF WORK PERFORMED

#### Area Plan

- Analyzes quantitative data, consumer surveys, and qualitative data for inclusion in the Area Plan.
- Coordinates public hearings and other methods of participation for the Area Plan.
- Oversees consultant/s and consultant work product as needed.
- Recommends and develops goals, objectives, strategies and performance metrics to Non-Metro AAA management, the Non-Metro AAA advisory council, and providers.
- Manages projects, programs, and initiatives for successful and timely Area Plan implementation.
- Coordinates with direct and contracted service providers, as well as the Advisory Council.

#### Coordination

- Coordinates among the director, assistant director, regional managers, and direct services manager to ensure effective and efficient internal operations of Non-Metro AAA.
- Works with staff and external partners to align direct, subcontracted and community-based services, to achieve comprehensive service delivery.

#### Evaluation

- Evaluates progress and results of the Area Plan and associated programs, projects and initiatives.
- Develops and maintains quarterly Area Plan tracker, evaluates results and recommends follow up

actions.

- Analyzes consumer surveys and makes internal and external recommendations to improve program outcomes.
- Provides results and reports to the State Unit on Aging as directed.

### **Program/Project Management**

Recommends, develops, implements and evaluates special or pilot programs or projects to achieve effective and efficient operations, as well as optimal service delivery and outcomes for Non-Metro AAA consumers.

### **Other**

- Researches and remains current on best practices, evidence-based programs, and statistical trends through US Aging and other resources.
- Develops and provides presentations as directed
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies.
- Contributes to team efforts to accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

### **QUALIFICATIONS AND SKILLS REQUIRED**

- A minimum of five years of direct experience and a bachelor's degree in a relevant field, or equivalent combination of education and experience.
- Experience with programs that serve older adults
- Excellent verbal, written and presentation skills
- Knowledge of evaluation techniques
- Advanced office and computer skills including Microsoft Office, particularly Excel, Word, Outlook, Power Point
- Ability to make good, sound judgement decisions
- Ability to assess and prioritize tasks, projects and demands
- Ability to work independently, prioritize tasks and meet deadlines
- Ability to exercise initiative and communicate effectively
- Knowledge of problem solving techniques
- Maintain effective working relationships with NCNMEDD staff, contractors, agency partners and Board members
- Ability to develop solutions to advance the effectiveness of operations and programs
- General knowledge of federal, state, and local regulations and policies
- Valid Driver's License

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

**TRAINING**

Training in the Older Americans Act is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

**DECISION-MAKING**

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

**COMMUNICATIONS**

Reports to the Area Agency on Aging Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

**EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

**WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

**CONDUCT**

The North Central New Mexico Economic Development District (NCNMEDD) is the parent organization of the Non-Metro Area Agency on Aging. NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

**APPLICATION DETAILS**

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at [www.ncnmedd.com](http://www.ncnmedd.com).
- Email [stephanyg@ncnmedd.com](mailto:stephanyg@ncnmedd.com) with any questions.