



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Provider Specialist

RANGE SALARY: Based on experience and qualifications

JOB DESCRIPTION: This position will be responsible for assisting with oversight of Non-Metro Area Agency on Aging service providers including assessments, technical assistance, program and policy compliance, etc. This position will also assist with providing training, coordinating training with other agencies and organizations. This is a full time, non-exempt position with extensive travel throughout the state.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Responsible for assessments, technical assistance, program and policy compliance with designated providers/vendors	80%
Responsible for assisting with Non-Metro AAA provider training	10%
Assistance with Non-Metro AAA program duties as assigned	10%

This position requires frequent travel and deals with non-routine as well as repetitive assignments. Close and effective working relationships with providers are a must. Leadership qualities and communication skills are required. This position will be located in Santa Fe or in northwest New Mexico.

EXAMPLES OF WORK PERFORMED

- Monitor/assess service provider performance for contract compliance in all areas of service delivery and program development
- Monitor service provider goals and objectives for compliance
- Assist service providers to ensure reporting requirements are met
- Work to ensure accuracy and accountability of service providers
- Conduct and coordinate training for service providers
- Provide information, assistance, support, training, outreach and advocacy to seniors, people with disabilities, caregivers and others
- Review and evaluate evidence-based programs
- Make recommendations for improvement of long-term care services delivery and/or contract compliance
- Assist in development of a comprehensive outreach program to include developing and implementing promotional and marketing programs and materials
- Collaborate with local, state entities to identify the interests and priorities of communities and implement plans, programs and projects
- Assist in the planning and implementation of public hearings
- Work closely with the Aging and Disability Resource Center
- Responsible for maintaining all documentation
- Contribute to team effort by accomplishing related results as needed
- Other duties assigned or necessary to meet the goals and objectives of NCMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Program management or relatable experience, preferably in senior services
- Demonstrated understanding and application of applicable federal, state, and local regulations and policies
- Demonstrated understanding and application of program planning concepts, principles, and practices
- Demonstrated ability to design corrective action plans, assist in attainment of goals, and to identify problem areas
- Requires strong coordination at the local, state, and federal level to develop and provide assistance that is applicable and accessible to the service provider needs
- Valid New Mexico driver's license that will allow the candidate to travel and oversee provider sites and projects

KNOWLEDGE AND ABILITIES

- Knowledge of problem-solving techniques and ability to make good, sound judgment decisions
- Ability to establish priorities and to assess and prioritize multiple tasks, projects and demands
- Maintain effective working relationships with NCNMEDD staff, contractors, and Board members
- Knowledge of federal, state, and local regulations and policies
- Experience with budgeting principles and practices and ability to analyze financial information
- Good oral and written communication skills
- Ability to work and perform in conflict/crisis environments
- Knowledge of program planning concepts, principles, and practices
- Demonstrate behavior that maintains the organization's credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

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

No special training 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 typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Interacts with NCNMEDD employees and contractors, New Mexico state agency 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. The position requires extensive travel.

CONDUCT

The North Central New Mexico Economic Development District (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 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 commensurate with qualifications and experience. Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.

Candidate selected for full-time employment must successfully complete all pre-employment requirements (drug test and background check) prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com.

Application Deadline: Until Filled

Questions: Please contact Nancy Arias-Macias, Non-Metro AAA Assistant Director, at 505-356-9521 or nancyam@ncnmedd.com.