

Elder Network Program Manager-Winona County

Nature of the work: Under the supervision of the Executive Director and the Elder Network Board, the Program Manager is responsible for the implementation of Elder Network programs in Winona County including: Respite program both Paid Companion and Volunteer, Caregiver Support, Friendly Visitor, Educational programs, PEARLS. Takes client referrals and screens, conducts intakes and matches clients to services. Recruits, trains and supervises paid Companions and Elder Network volunteers. Actively networks in the community to promote Elder Network in Winona County. The manager will work directly with clients, volunteers, the executive director, public health nurses, other health care professionals, social services, and the general public.

- Conduct client intakes. Collect information on mental health, physical health, medications, past history, etc using established intake form.
- Coordinates and plans appropriate services and match, staff and/or volunteers.
- Interviews and hires potential paid Companions and Volunteers
- Conducts volunteer training
- Supervises volunteers and Companions
- Manages Companions schedules and completes pay roll in a timely manner
- Builds relationships in the community with other service providers, referral sources and community leaders to gain referrals and advance Elder Network's mission.
- Promotes and recruits participants for Elder Network programs other staff manage including Technology Assistance program, educational programs etc.
- Recruits and manages an advisory board to further the Elder Network mission and assist with relationship building in the community
- Compiles relevant and timely statistics /reports to the Executive Director
- Assists with preparation of reports to the board and funding organizations as necessary
- Conducts community presentations and outreach and promotional work
- Assists with ongoing in-service education of volunteers and paid Companions
- Assists Executive Director and Development Manager with grant writing and fundraising

- Conducts educational classes, one to one sessions for clients such as Aging Mastery Program, Caregiver Coaching, Family meetings, Support Groups, PEARLS etc.

Knowledge, Abilities and Skills Required cont.:

- Knowledge of mental and physical health issues of older adults
- Knowledge of group process
- Ability to establish and maintain cooperative and meaningful relationships with agency staff members, representatives of other agencies, clients, and the general public
- Ability to apply previously acquired knowledge and skills to new situations
- Ability to use supervision and guidance
- Ability to communicate effectively, both verbally and in writing
- Ability to make independent decisions
- Ability to assess needs and to supervise volunteers and paid Companions in client interactions
- Organized, excellent communication and time management skills
- Able to work independently with strong problem-solving skills
- Skilled in Microsoft Office software

Other Duties as assigned

Minimum Qualifications of Education and Experience:

- Prefer degree in public health nursing, social work, or other human services area or equivalent experience
- Prefer experience with older adults

Elder Network is an Equal Opportunity/Affirmative Action employer. Elder Network follows the principles of non-discrimination in employment complying with all Federal, State and local laws concerning Civil Rights, non-discrimination on the basis of race, color, religion, sexual orientation, gender identity, national origin, disability, age.



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