



Rio Grande Council of Governments Job Description

Title:	Program Specialist - Health & Wellness	FLSA Classification:	Non-Exempt
Division:	Area Agency on Aging (AAA)	Class No.:	321
		Pay Group:	6

Summary of Position

Plans, develops, and implements evidence-based prevention and health promotion programs within the Rio Grande service region.

Organizational Relationships

Reports to: AAA Director

Directs: This is a non-supervisory position

Other: Has frequent contact with the general public, organizations, government agencies, and Council of Governments staff.

Scope of Work

Essential Duties:

- Provides and coordinates evidence-based programs as defined by the AAA;
- Establishes working partnerships with community-based organizations, state and local agencies, and other relevant entities to further the AAA evidenced-based program scheduling and outreach;
- Recruits and trains Lay Leaders of AAA evidence-based programs;
- Provides advice, technical assistance, program resources, and materials for the development, expansion, and maintenance of those individuals serving as Lay Leaders for AAA evidence-based programs;
- Maintains appropriate case records with detailed documentation of activities related to the client within the division's client software system;
- Completes monthly reports on productivity;
- Attends meetings and conferences as required;
- Will be required to travel frequently within El Paso County, the RCGOG region, and the State of Texas; and
- Assists the AAA Division and performs other duties assigned by the AAA Director.

Responsibilities:

- Reports entry access problems, telephone system and information technology asset malfunctions, and any potential building hazards or faults per Rio Grande Councils of Governments policies and procedures; and
- Required to assist the public information officer (Executive Director) with open records requests.

Qualifications:

A Bachelor's degree in social sciences, health sciences, or related field with two years of experience in providing services to the aging population;

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Must be able to communicate effectively in both English and Spanish.

Must pass a background investigation.

Knowledge of:

- Relevant health and wellness issues faced by older adults and persons with disabilities;
- Techniques for effective interpersonal communications;
- English usage, grammar, punctuation, and spelling;

- The practices of modern office procedures;
- Microsoft Windows operating systems and Office products such as Outlook, Excel, Word, and OneDrive; and
- The use of online meeting platforms to be utilized to offer Evidence-Based Programs as needed.

Skills

- Public speaking;
- Possess strong listening skills and interviewing techniques;
- Be organized, efficient, and detail-oriented; and
- Strong writing skills.

Abilities

- Work independently;
- Identify available resources;
- Maintain required documentation and present complex issues to agencies and the public;
- Provide clear, concise oral and written communication;
- Follow oral and written instructions;
- Work in a fast-paced environment with a demonstrated capability to prioritize multiple tasks and meet deadlines; and
- Develop reasonable proficiency with all job functions and office equipment.

Every position at the Rio Grande Council of Governments requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Maintain effective interpersonal communications and exercise a calm and patient demeanor when dealing with staff, the public, other agencies, and vendors;
- Maintain strict confidentiality; and
- Project positive support for their division and the organization at all times.

Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance;
- Must become an evidence-based program Master Trainer for programs already implemented by the agency within three months of hire date, or within three months of implementation of a new evidence-based program by the agency; and
- Responsible for completing any state-mandated training as required.

Physical Demands: Performs tasks requiring both sitting and standing for extended periods, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting or carrying of light to moderate equipment or supplies weighing up to 35 pounds; requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Work Environment: office setting and fieldwork

Job Location: RGCOG Main office located at 8037 Lockheed Drive, Suite 100, El Paso, Texas 79925

Equipment: computer, typewriter, copy machine, fax machine, and other office equipment related to job performance.

Note: The information contained is intended to provide a general description of the nature and level of work to be performed by employees and shall not be construed as an exhaustive and all-inclusive list of duties, responsibilities, skills, and requirements and is subject to change at the discretion of the Rio Grande Council of Governments.

**In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*