



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcement

Education and Outreach/ Administrative Coordinator

Rocky Mountain Development Council's Area IV Agency on Aging is seeking applicants for the position of full-time (40 hour/ week) Education and Outreach/ Administrative Coordinator. The salary for this position is \$14.43 per hour, plus RMDC's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Education and Outreach/Administrative Coordinator will work to establish a network of services in the communities of Park, Meagher, Broadwater, Jefferson, Gallatin and Lewis and Clark Counties, that we currently serve or are under-served. This includes working closely with local service providers and members of the communities, identifying service and training needs and working to fill in gaps as resources allow.

The goal of this position is to provide education and materials through a variety of means in our six-county service territory in order to enable senior citizens and persons with disabilities to remain as independent as possible for as long as possible in their own homes.

This position will also perform administrative tasks for the Area IV Agency on Aging program, including, greeting clients, setting up meetings, mailing information, and providing limited Information and Assistance services and limited State Health Insurance Program Counseling to clients when appropriate.

The Evidence Based portion of this position includes determining which programs are best for our service area's client base and implementing the programs in compliance with funding guidance.

Knowledge:

- Principles of social work, sociology, psychology, assessment and communication skills, geriatrics and the aging process and the aging service network.
- Basic understanding of geriatrics and the aging process.
- Understanding of Medicare and Medicaid programs.
- Complete grasp of services available in the community.

Skills:

- Excellent written and verbal communication skills.
- Excellent time management.
- Excellent facilitation and presentation skills
- Above average technical skills.

Abilities:

- Develop effective working relationships with the clientele, public, other agencies, public officials and advocacy groups.
- Manage work time well and establish program priorities.
- Assess and analyze problems.
- Set goals and objectives and follow through on a work plan.

The knowledge, skills and abilities are typically acquired through a high school diploma plus advanced course work in social work, sociology, gerontology, human services and/or marketing. Work experience working in communications, journalism and/or experience in the public relations field preferred. Two years' minimum experience working with the elderly and/or working in the human service field. Familiarity with existing social service systems serving older persons or persons with a disability is a priority.

Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

As soon as offered after hire, must attend and pass certification course for I & A/SHIP Counselors. Must attend and pass annual recertification course.

Day travel is approximately ten (10) percent of the Outreach Coordinator work time in Lewis & Clark, Jefferson, Broadwater, Gallatin, Park and Meagher Counties. Must have a reliable vehicle with current driver's license and be insurable on RMDC's motor vehicle insurance policy. Occasional travel in hazardous weather conditions. Occasional weekend duty representing Area IV at health fairs.

Application Process:

Applicants must submit a signed and completed Rocky Mountain Development Council application, resume and letter of interest. Applications are available from RMDC, and www.rmhc.net. Incomplete application materials will not be processed. **Completed application packages must be received by the RMDC Human Resource Office, 200 South Cruse Avenue, Helena MT 59601 or P O Box 1717, Helena 59624 no later than Friday, August 24th at 4 PM. EEO.**