



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement

Area IV Agency on Aging Program Director

Rocky Mountain Development Council, Inc. is recruiting for an Area IV Agency on Aging Program Director. The annual salary for this position is \$48,198 plus Rocky's generous benefit package. The benefit package includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Area IV Agency on Aging (Area IV) Program Director is responsible for ensuring the program's mission of "helping seniors, persons with disabilities, and their families, make choices to preserve their independence and dignity", is met. Responsibilities also include the program's overall planning, development, and implementation. This includes overseeing Area IV's services which encompass Information, Assistance and Referral; Medicare Information/Counseling; Long-Term Care Ombudsman Advocacy; Options Counseling for Successful Aging; and Senior Medicare Patrol. Area IV serves Lewis and Clark, Jefferson, Broadwater, Meagher, Park, and Gallatin Counties. Duties include establishing policies and procedures; conducting outreach activities; managing and monitoring program budgets; developing the program's 4-year plan and budget; legislative involvement; and coordinating the work of subordinates. This position has supervisory responsibility for the Program Manager, Local Long Term Care Ombudsman, Resource Specialists, Resource Specialist/Volunteer Coordinator, and Education and Outreach Coordinator.

Knowledge of:

- General management practices such as: establishing objectives, priorities, and developing work plans; theories, practices, and principles of social service delivery programs for older persons;
- Fiscal management, including fiscal and programmatic reporting and developing, modifying and tracking the programs annual budget;
- Supervisory techniques and personnel management practices;

Ability to:

- Develop and direct social service programs;
- Interpret and equitably implement applicable state and federal laws and regulations;
- Communicate effectively;
- Plan, lead, supervise and direct the work of program employee;
- Publicly represent the Area IV Agency on Aging;
- Evaluate program performance and design corrective action as necessary;
- Work effectively with the Governing Board, Advisory Council, other services providers, and coworkers; communicating effectively verbally and in writing;

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in a human service field, with some course work in the program administrative area. Three years' experience working with senior citizens' programs and two years of program administration and supervision is preferred. Must have a valid Montana Driver's License, acceptable driving record to meet insurability requirements for the organization's insurance carrier, pass a criminal background check, and be available for some out of town/county/state travel.

Application Process:

Applicants must submit a completed, signed Rocky application, letter of interest, and resume. Applications are available from Rocky, www.rmdc.net, and Montana Job Service Offices. Incomplete application materials will not be processed. Completed application packages must be **received by** Rocky's Human Resource Office, P.O. Box 1717, Helena MT, 59624-1717, **no later than 4:00 PM on Friday, June 14, 2019.** EEO

www.rmdc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP