



Open Position

Position Title: Foster Grandparent / Senior Companion Coordinator

Closing Date: August 6, 2010

Location: At the successful candidate's home office or possibly housed in Ada, MN. (Serving Norman, Clay, Becker, and Mahnomen counties.)

Schedule: Part-Time

Benefit Packet Included:

Family dental and vision insurance; any AFLAC plan; 401(k) with a 5% company match; a free membership to the employee assistance program

To Apply:

Attention: Heidi Simmons
Tri-Valley Opportunity Council, Inc.
102 North Broadway
Crookston, MN 56716
Phone: 800-584-7020
Fax: 218-281-0743
Email: heidi@tvoc.org

Please see the job description (below) for a more detailed view of the necessary knowledge, skills, and abilities needed for this position.

Tri-Valley Opportunity Council, Inc. is an Americans with Disabilities Act / Affirmative Action / Equal Opportunity Employer



FOSTER GRANDPARENT-SENIOR COMPANION COORDINATOR

Reports to: Senior Programs Director
Department: Senior Programs
Classification: Nonexempt

Division: Program Operations
Program: Foster Grandparent/Senior Companion
Grade: 28

The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.

SUMMARY OF PRIMARY FUNCTION

Under the supervision of the Senior Programs Director, and in line with Tri-Valley’s philosophy, mission and goals, the Foster Grandparent/Senior Companion Coordinator has the primary responsibility for recruiting, training, and placing Foster Grandparents and Senior Companions and monitoring their activities. Ensures effective public relations and communication within and between programs and participating agencies.

ESSENTIAL FUNCTIONS

Volunteer Supervision

1. Oversees Foster Grandparents/Senior Companions in assigned area.
2. Assists Foster Grandparents/Senior Companions to progress in their positions, develop their skills and future potential, and maintain a high level of current knowledge in their field.
3. Promotes effective operation of the Foster Grandparent and Senior Companion programs.
4. Conducts Foster Grandparents’/Senior Companions’ annual evaluation and income reviews in assigned area.
5. Disciplines and terminates Foster Grandparents/Senior Companions as necessary.
6. Monitors volunteer assignments.
7. Provides technical support for volunteers.

Foster Grandparent and Senior Companion Programs

1. Increases program awareness and solicits community support through meetings, public speaking and other means.
2. Recruits eligible seniors for the Foster Grandparent and Senior Companion programs.
3. Interviews and screens Foster Grandparents/Senior Companions according to program guidelines.
4. Assures compliance with rules and regulations as outlined in the Federal Register.
5. Trains and provides orientation to Volunteers.
6. Enrolls eligible seniors in the program.
7. Maintains regular contact with Volunteers via monthly site visits and/or phone conversations.
8. Responds to individual concerns of Grandparents with regard to advocacy, referral, financial, and other issues.
9. Assists in providing recognition at least annually.
10. Maintains contact with site staff to ensure program policies are followed.
11. Submits reports in a timely manner.
12. Publicizes services available through local media.
13. Becomes involved in community activities to promote Senior Programs.
14. Remains up to date on current issues in the field of aging.
15. Places eligible clients with Senior Companions in assigned areas.
16. Assists in arranging inservice speakers according to program guidelines.

Miscellaneous

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley’s programs, goals and philosophy.

7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.
17. Ability to effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines.
18. Ability to work under pressure, in stressful situations and with frequent interruptions.
19. Ability to think and act proactively in order to minimize problems.
20. Above average communication and interpersonal skills.
21. Adapts well to change, has the ability to create and implement changes to positively affect the Corporation or area of responsibility.

MINIMUM REQUIREMENTS

1. Associates degree or two years equivalent experience in business, gerontology, human services or related field.
2. Strong verbal and written communication skills.
3. One year experience in public speaking, marketing, or training in a group setting.
4. One year experience in supervising others.
5. Two years experience working with computers including Microsoft Word, Excel, PowerPoint, email and internet.
6. Proof of valid driver's license and current/adequate vehicle insurance coverage.

PREFERRED REQUIREMENTS

1. Bachelors degree in business, gerontology, human services, and/or related field.
2. One year experience in volunteer management.
3. One year experience working with senior citizens.
4. Ability to communicate fluently in English and Spanish, verbally and in writing.

PHYSICAL DEMANDS / WORK CONDITIONS

1. Working conditions are a typical office environment. The work is sedentary; typically the employee may sit comfortably to do the work. There are no special physical demands required to perform the work. The work area is adequately lighted, heated and ventilated.
2. Requires sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.
3. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
4. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.

ACKNOWLEDGEMENT

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) _____

Employee Signature _____ Date _____