



Area Agency on Aging Aging Specialist

Under general supervision, assists individuals 60 years of age and older in gaining access to needed services, especially targeting those who are frail, isolated, low-income, and minority living in Creek, Osage, and Tulsa Counties.

ESSENTIAL TASKS:

- Reviews participant referrals from aging network, including Older Americans Act Title III programs and other local providers, and outside sources such as self-referrals or family referrals.
- Assesses participant's abilities and needs using the OKDHS Title III Assessment tool.
- Initiates person-centered problem-solving approaches to address participant's potentially complex challenges, concerns, and situations.
- Makes referrals for home and community-based services suitable to the participant's unmet needs and desires.
- Enters participant assessments, Title III referrals, and other pertinent information into information management database.
- Prepares participant files and maintains all records of Outreach required by program.
- Follows and updates the Outreach referral log and weekly in-home visit schedules.
- Provides monthly public information activities, coordinated with supervisor, to share information about resources, agencies, and programs that are available to seniors in their area.
- Identifies, researches, and reports under-served populations and areas needing Outreach awareness to supervisor.
- Identifies and reports common and/or trending gaps in services to supervisor.
- Participates in continuing education opportunities in regard to aging issues and resources.
- Participates in community meetings such as coalitions, advisory boards, and the Tri-County Council on Aging, as workload allows or as directed by supervisor, in an effort to advocate for and support senior services.
- Assists as backup to the Information and Assistance Specialist.
- Reports to work on a regular and timely basis and participates in staff meetings.
- Performs other related duties as assigned.

QUALIFICATIONS:

Training and Experience: High school diploma or equivalent and two (2) years of professional experience with aging and/or disabled populations or programs. Associate Degree preferred.

Knowledge, Abilities, and Skills: Knowledge of aging issues; good knowledge of community resources available for older adults; and knowledge of social service referral agencies. Excellent communication, organization, and presentation of facts in a clear, concise manner and interviewing skills are required. Must have the ability to work with seniors, including low-income, minorities, frail, and isolated, and their caregivers. Must have the ability to work independently within established guidelines and procedures.

Licenses, Certifications, and Special Requirements: Valid Oklahoma Class "D" Operator's License required and proof of auto insurance and have a willingness to perform job-related travel with personal vehicle throughout three-county service area. Must have a clear background check. A cell phone is required when working out of the office.

WORKING ENVIRONMENT:

Majority of time will be spent working out of the office in older adult's homes or in the community. Weekly office time is required.

COMPENSATION:

Hourly salary rate starting at \$19.00 at 20 hours per week. Mileage is reimbursed at the Federal rate. Cell phone stipend provided monthly.

TO APPLY:

Please submit a résumé detailing employment history, experience, education, and contact information; and a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, 2 W 2nd Street, Suite 800, Tulsa OK 74103, or e-mail to resumes@incog.org.