

**Rappahannock Area Agency on Aging**  
**Position Description: Director of Community Health & Wellness**  
**Salary Range: \$ 55,000 - \$ 82,000**

This is a highly responsible, visible, consultative, administrative and coordination position within the Area Agency on Aging. The primary responsibilities of this position include the direct management and development of programs and services that provide opportunities for the community to learn about and participate in programs funded through the Area Agency on Aging. This position is also responsible for the oversight and management of the nutrition services program, as well as the VICAP and options counseling services. This position will be responsible for monitoring and managing specified direct service programs. The individual should be able to work independently and under the direct supervision of the Executive Director, and some use of the employee's personal vehicle may be required.

This is an exempt position.

**RESPONSIBILITIES:**

Supervisory Responsibilities Include:

1. Manage assigned contracts that provide education, information and services to caregivers.
2. Coordinate the nutrition program and maintain compliance with the grantors requirements.
3. Coordinate the VICAP program and maintain compliance with the grantors requirements.
4. Coordinate the options counseling, CRIA, CCEVP, and care coordination.
5. Prepare reports of monitoring and evaluation activities within the specified time frames; follow up on corrective action plans as necessary for AAA grantor agencies such as DARS, as needed.
6. Assess the impact on services and clients when reducing or terminating services during the contract period.
7. Monitor and oversee proper protocols when client grievances are filed.
8. Analyze periodic programmatic service reports and take appropriate follow up action when needed.
9. Facilitate the coordination and development of services and programs for the elderly at the local level.
10. Coordinate AAAs outside events for cafes, including annual Older Americans Recognition and other special events.
11. Assist in the coordination and development of training programs for employees within the agency.
12. Keep current on issues and programs affecting the elderly, and act as a resource on same for organizations and the general public when necessary.
13. Represent the Area Agency on Aging on committees and task forces and at conferences and meetings as requested.
14. Perform related tasks as assigned by the Executive Director.
15. Conduct employee evaluations annually.
16. Prepare, supervise the preparation of, and transmit all programmatic reports in accordance with stipulated deadlines.
17. Complete other duties as required.

## MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with a degree in Social Work, Human Services, Geriatrics, Nursing or a related field. Excellent communication skills required. A Minimum of 2 years experience working in the field of community wellness is required. Experience working with elders, culturally diverse populations, and public speaking skills essential. Additional experience may be substituted as seemed by the Executive Director.

## SPECIALIZED SKILLS AND KNOWLEDGE REQUIRED:

1. Excellent ability to communicate in writing and verbally.
2. Thorough knowledge of public relations practices and proven ability to achieve goals in Community Health & Wellness.
3. Ability to interpret Federal and State regulations and policies.
4. Familiarity with the requirements of federal and state grants as applicable.
5. Knowledge of program management and supervision.
6. Ability to handle multiple assignments and complete work within deadlines.
7. Knowledge of the aging network and existing community resources with the ability to form partnerships and collaborative efforts.
8. Ability to conduct research, design, implement and evaluate new programs to meet the needs of elders.
9. Ability to monitor contract funding and provide technical assistance and training to sub grantee staff.
10. Basic knowledge of the needs and problems of the elderly.
11. Knowledge of computer software, office software and PeerPlace.

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Employee

Date

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Supervisor

Date