



JOB OPENING

The MDSCAA/HRA Senior Services Program has the following job opening:

CENTER COORDINATOR: Rock Senior Center Coordinator, 29 hours per week, Monday thru Thursday. Starting wage \$13.43/hour. Associate's degree preferred; one-year experience providing services to elderly or in the human service field, possess excellent organizational and communication skills. Supervisory experience required.

If qualified and interested, please go to our website at www.mdscaa.org to complete an application and send it with your resume to: Sally Kidd, 507 First Avenue North, Escanaba, MI 49829 to be received no later than June 21, 2019.

Job Title: Center Coordinator
Center

Location: Senior Citizens

Revised: October 2018

Program: Senior Services

Reports To: Senior Services Director

Classification: Non-Exempt, Hourly

POSITION OVERVIEW

Coordinate daily operations of center as assigned by the senior services director. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

REQUIREMENTS

- Associate's Degree preferred.
- One-year experience in providing services to elderly or in the human services field. Supervisory experience required.
- Working knowledge of computers and Windows programs.
- Adhere to strict client confidentiality.
- Ability to work effectively with staff, other organizations and the public.
- Able to make decisions that support the efficient operation of the center in conjunction with program manager.
- Excellent communication skills (both written and oral).
- Dependable transportation and willing to travel if needed.
- Submit to criminal background check.

JOB ESSENTIALS

- Responsible for supervision of center staff, meal runners, and bus drivers (Menominee County) under the direction of program manager.
- Monitor transportation services (Menominee County).
- Schedule staff to best accommodate clients and center activities.
- Meet with staff on a regular basis, documenting discussion topics.
- Accompany each meal runner on route at least once per year. Submit observation form to administrative office.
- Conduct annual staff evaluations using forms provided by administrative office.
- Orientate staff on center policies and procedures. Arrange for staff training with administrative office as warranted.
- Train new employees, stressing confidentiality policies.
- Provide staff and volunteers with updated information on Medicaid/Medicare, Social Security, SSI and all other entitlement programs available to the elderly and/or disabled.
- Oversee all financial aspects of the center in partnership with program manager. Ensure all money coming into the center is accounted for and accurately tracked, using an approved bookkeeping method. Submit accurate financial reports, reconciled bank statements. Maintain petty cash.
- Oversee monthly/quarterly food distribution, follow client registration procedures, prepare and submit required reports.
- Provide new clients with service orientation packet. Assure all clients are familiar with program guidelines, inclement weather procedures, and donation system.
- Verify accuracy of time sheets, travel vouchers, and all required paperwork prior to submitting to administrative office.
- Prepare and submit accurate reports and information to the administrative office as directed.
- Organize and prepare pages for monthly center newsletter
- Submit biweekly schedule to the administrative office, indicating when and why you will be out of the office and center activities that are planned.
- Set up and/or maintain an advisory council with program manager to review center services and activities, get input, and share information. Must meet at least quarterly. Minutes must be submitted to administrative office for board approval.
- Present monthly educational and social programs for center participants. Participate in local community activities and agency activities for the benefit of senior programs.
- Attend all trainings and meetings as required by senior services director.
- Input client data into FacsPro on a monthly basis.
- Generate reports for program manager through SeniorStat on a monthly basis.

ADA Physical Activities Checklist

- Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Standing: Particularly for sustained periods of time.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- **The visual activity requirements, including color, depth perception and field vision.**
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection): using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- **The worker will be subject to the following conditions.**
- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**