

# TOP OF ALABAMA REGIONAL COUNCIL OF GOVERNMENTS

## JOB DESCRIPTION

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**TITLE:** Director of Aging Programs

**FLSA STATUS:** Exempt

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Grade 12

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**SUMMARY DESCRIPTION:** Responsible for the day-to-day management and administration of the TARCOG Area Agency on Aging (AAA). Responsible for assuring that all activities carried out are timely and in compliance with the administrative regulations of the federal, state and local agencies of government. Such activities include developing and executing activities required to sustain operation of the TARCOG AAA.

**SUPERVISORY CONTROLS:** Receives general policy guidance from the Executive Director. Supervisor provides administrative direction with assignments in terms of broadly defined missions or functions; employee has responsibility for planning, designing, and carrying out programs; and results are normally accepted without significant change.

### **RESPONSIBILITIES AND DUTIES:**

1. Writes or supervises preparation of applications for grants in order to apply for funds for the AAA. Reviews funding possibilities that may affect the elderly in order to determine if any are applicable to TARCOG, and to provide verbal and/or written comments for Areawide Clearinghouse Review and coordinate such proposals as necessary.
2. Reviews grants, contracts, and related regulations awarded to TARCOG in order to plan/schedule work assignments and to become familiar with regulations so that tasks are accomplished and programs are administered in accordance with program guidelines.
3. Coordinates information with the Finance Director concerning expenditures, status of accounts, contractor expenses/request for funds, etc., in order to establish and monitor budget expenditures for the AAA.
4. Writes/presents briefings on the Area Plan and other documents as required by TARCOG or the Alabama Department of Senior Services (ADSS) in order to detail the goals and objectives of the AAA.
5. Conducts needs surveys or public hearings in order to obtain program input and determine priority needs of the region's elderly.
6. Writes contracts to record agreements between contracting parties for provision of services associated with the needs of the region's elderly. Visits contractor's offices/places of service

delivery, reviews reports, and exchanges information with contractor staff and boards to monitor all service contracts.

7. Exchanges information with organizations, service agencies, and health organizations to establish referral sources and refer and develop new services as needed for the elderly.
8. Contacts service agencies, public officials, and individuals in the private sector in order to serve as an advocate for the elderly and as a liaison between the providers of services and the ADSS.
9. Attends conferences, meetings and training sessions as deemed appropriate by TARCOG in order to further program knowledge.
10. Presents periodic reports and exchanges information with the TARCOG Board of Directors, member governments, and the ADSS to provide summaries of programs, introduce new programs, and respond to requests for information.
11. Establishes networks with other state, regional, and local agencies serving the elderly in order to coordinate the efforts of the AAA. Uses these networks to initiate, implement, and coordinate projects and programs for the AAA.
12. Conducts regularly scheduled Advisory Council Meetings, exchanging information with the members of the Council to obtain input for aging programs and to fulfill the requirements of the Older Americans Act.
13. Supervises Aging staff using meetings, email, memoranda, reports, conversations, etc. in order to assign and coordinate tasks, review work, solve problems and conflicts, determine training needs, counsel employees on performance, set goals, etc.
14. Evaluates performance of the AAA Program Managers and reviews evaluations of Aging supervisors on all other Aging personnel using established procedures, work samples, etc., in order to document such performance.
15. Reviews requests from Aging staff for purchases of supplies, equipment, publications, travel, training, etc. and forwards approved requests to Accounting Department in order to monitor appropriateness of such requests and to control expenditures in accordance with budget.
16. Interviews job applicants using resumes, references, job descriptions, and any other appropriate testing in order to provide recommendations to the Executive Director for job openings within the AAA.
17. Exchanges information with nursing home administrators, residents of long-term care facilities and/or their families, sponsors and friends, physicians, nurses, and other health care and social work professionals and paraprofessionals in order to investigate complaints of (or about) care providing facilities. Initiates grievance resolution techniques, and follow-up appropriately

with each case in order to ensure the problem has been resolved. Refers complex cases to appropriate state agencies or State Ombudsman after discussing cases with TARCOG's Lead Ombudsman.

The assignment of duties is not limited by the content of the job description.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Knowledge of state and federal guidelines, to include program regulations, availability of grants, and other legislation impacting the lives of the elderly.
2. Knowledge of the principles of social work as related to the elderly.
3. Ability to communicate, orally and in writing, as needed to deal with administrators, management, TARCOG staff, other program agencies, local government officials, and the general public; to make presentations or briefings, and to compose reports and provide requested information.
4. Knowledge of supervisory techniques.
5. Ability to operate office equipment including computer, telephone, copier, fax, etc.
6. Aptitude for mathematics.
7. Ability to read and interpret written guidelines and to initiate new programs.
8. A Masters Degree in public administration, social work, or a related field, with at least four years of work experience in the field of Aging programs, program management, and/or general administration, or a Bachelors Degree and post graduate work in one of the above areas with at least five years of experience in the field of Aging programs at a management level. At least three years of the work experience should include supervision of professional and non-professional staff. Experience and/or training shall include use of computers.
9. A valid drivers license and a good driving record. Must be insurable under TARCOG's auto insurance policy.

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Job description reviewed by: \_\_\_\_\_  
Employee Date

Job description reviewed and approved by:

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Personnel Officer Date Executive Director Date

## Essential Function list for Director of Aging Programs

1. good communication skills - phone and face to face
2. attend required meetings
3. public speaking
4. basic arithmetic including percentages and budgets
5. drive/insurable under TARCOG's auto policy
6. travel
7. write legibly using good grammar
8. supervise employees
9. use computer, phone, fax and copy machine
10. complete required paperwork and reports
11. interpret guidelines