



POSITION DESCRIPTION

Senior and Disability Services Disease Prevention & Health Promotion Program Coordinator

| Disease Prevention & Health Promotion Program Coordinator |
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| EMPLOYEE NAME: _____ |
| Position Title: Disease Prevention & Health Promotion Program Coordinator |
| Division/Unit: Senior and Disability Services / Community Programs |
| Classification/Salary Range: Program Coordinator / SEIU Range 14.92 |
| Supervisor: Program Analyst |
| FLSA Status: Non-Exempt, Overtime eligible |
| Representation: SEIU |
| Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or other locations as needed |
| Position Purpose |
| <p>This position provides day-to-day coordination, organization, and delivery of evidence-based healthy aging and Chronic Disease Self-Management Programs (CDSMP) offered by S&DS in Lane County. This position works in collaboration with various community and regional partners and stakeholders. This position requires periodic travel to remote areas of Lane County. This position is responsible for determining the local needs of the program and day-to-day operations. This may include identifying volunteer recruitment needs, sites for program delivery, and areas for program expansion and improvement.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p> |
| Position Essential Functions |
| <p>DPHP Program Coordination</p> <ul style="list-style-type: none"> • Day-to-day program administration |

- Scheduling of programs and workshops across Lane County at various community sites
- Maintain community workshops sites
- Teach/lead CDSMP workshops periodically each year
- Collaborate with other agencies, organizations, and interested entities for locating new workshops site locations
- Collaborate with other agencies and organizations to ensure programming is offered in rural areas of Lane County and to underserved populations
- Coordination of program promotional activities to ensure full program and workshop class size
- Conduct community and medical provider outreach for participant recruitment
- Ensure classes and workshops are adequately staffed by volunteer leaders
- Consult and coordinate with appropriate staff, other agencies, community organizations, service providers, and other interested entities as needed
- Coordination and monitoring of quality assurance and program fidelity
- Participate in related regional and state meetings, forums, and workgroups
- Oversee agreements with agencies providing workshop and class registration
- Collaborate on development of state and local systems to support the long-term program sustainability
- Facilitate closed-loop referral systems with local medical providers; this includes reporting participant attendance information to providers
- Ensure participant confidentiality is safeguarded
- Develop and implement program improvement and outcome measurements
- Conduct research for new potential programming as needed, including potential costs
- Oversee program supply ordering

DPHP Volunteer Services

Recruiting and maintaining volunteer leaders for classes and workshops is a critical component of this position. The Program Coordinator must periodically recruit new volunteers and ensure current volunteers have all needed documentation and training updates. This position must evaluate program needs for volunteers and recruit at various locations throughout Lane County.

Volunteer related duties include but are not limited to:

- Recruit, screen, train, and supervise volunteer leaders and master leader trainers
- Ensure criminal background checks are conducted on all volunteers
- Maintain volunteer records in a secure and organized manner

- Coordinate and plan volunteer/leader events which may include annual refresher trainings and recognition events
- Recognize volunteers on a regular basis for their contributions in a variety of methods

Community Liaison

- Conduct outreach to underserved areas and populations through partnerships with other organizations and agencies
- Act as liaison between S&DS and community partners; establishes and maintains effective working relationships and promotes S&DS programs
- Promotes self-management programs at various community events and meetings
- Collaborates with other counties and Area Agencies on Aging for cross-county activities
- Engage with medical providers and related organizations to advocate for self-management programming inclusion in patient health recommendations

Data/Computer

- Keep accurate records involving program operations
- Ensure participant data is securely maintained and sent according to HIPPA and S&DS security and confidentiality protocols
- Collect and monitor program, quality assurance and fidelity data
- Enter program data in state systems
- Generate program reports showing program trends, year-to-date client and volunteer data, and other outcomes to meet program requirements
- Prepare and submit program reports to the State, funders, and other data related agreements.
- Development and maintenance of local self-management website to include a calendar of activities and other program related information

Other Duties of Position

Resolves problems or emergencies affecting the availability or quality of services.

Maintains up-to-date knowledge of agency and state rules, regulations, policies, and procedures; reviews state updates and memos for accurate program implementation; obtains clarifications as needed.

Attends monthly meetings with agency staff.

Provides back-up support to other positions in the office in case of absence or work overload.

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

Required qualifications:

College degree in Social Work, Psychology, Education, or Health related areas.

Two years of professional experience working with seniors and people with disabilities.

Note: The education and experience requirements above may be fulfilled by any combination of education and experience that provides the occupant with the skills, knowledge, and ability required to perform the job.

Minimum one year experience working with, supervising, or training volunteers.

Demonstrated organizational skills.

Ability to track large number of deadlines and appointments.

Good written and verbal communication skills.

Professional in appearance and actions.

Keyboard, MS Word, and basic computer proficiency.

Microsoft Excel proficiency.

Research skills and the ability to present information appropriately to various audiences.

Proven time management skills in order to accomplish daily tasks and on-going projects.

Successful candidates must become certified CDSMP leaders/trainers within 6 months of hire.

Valid Oregon State driver's license.

Must be CPR-certified within three (3) months after starting position.

Passing a background check is required for this position.

Preferred qualifications:

Two years of experience recruiting and monitoring volunteers.

One year of experience training others.

Experience collaborating with outside agencies and organizations on projects.

Bi-lingual.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____