AREA 12 AGENCY ON AGING

JOB DESCRIPTION

JOB TITLE: Dignity at Home Fall Prevention Coordinator
REPORTS TO: Assistant Director
FLSA STATUS: Non-Exempt
SUPERVISES: Non-Supervisory Position
SALARY: $16.00 – $18.53 per hour
HOURS: 24 Hours per Week
Monday, Wednesday, Friday 8am-5pm
Lunch Hour – 12pm – 1pm
Part-time Grant Funded Position
BOARD APPROVED: March 5, 2020

Summary
Under the direction of the Assistant Director, employee will participate in all aspects of the Dignity at Home Fall Prevention Program which employs strategies and interventions to help older adults, caregivers and persons with disabilities minimize their risk of falling and improve their overall health. Responsibilities include problem analysis, resource identification and ongoing advocacy and monitoring of client needs until resolved. This employee will help create new community partnerships, supporting Area 12 Agency on Aging’s (A12AA) Mission.

Essential Job Functions
- Reviews intake/referral and calls at-risk client to evaluate what fall prevention resources are needed, determine participant eligibility for purchases of fall prevention services, and assists with connecting client to needed resources as appropriate.
- Provides fall and injury prevention information, education, equipment, assessments, and services to eligible service population.
- Tracks ongoing progress of fall prevention activities and data for monthly, quarterly and annual grant reporting.
- Coordinates services identified that are within budgetary and contractual guidelines that will enhance quality of life and keep clients safe and independent in their homes.
- Enter data into the Harmony database.
- Follow-up with client to ensure services were delivered and client was satisfied.
• Collaborates with other health and social service professionals, team members, clients, family members and community contacts.
• Coordinates community education workshops.
• Adheres to strict confidentiality in accordance with Health Insurance Portability & Accountability Act (HIPAA) regulations.
• Refers to Adult Protective Services (APS) any suspected case of abuse, neglect or exploitation.
• Travels within the agency’s rural Public Service Area (PSA) of Alpine, Amador, Calaveras, Mariposa and Tuolumne counties.
• Attends educational outreach events to increase community awareness of fall prevention strategies.
• Interacts with the public via phone or in-person in a professional and courteous manner.
• Has the ability to work in a fast-paced environment.
• Proficient in handling office equipment including multi-line phone system, printers, copy machines, computers and fax machines.
• Is able to bend, sit, stand, walk, push/pull, handle objects, reach overhead, lift 25 pounds and occasionally up to 50 pounds, read/comprehend English, write, communicate orally, reason, analyze, perform calculations, and drive a car.
• Develop and maintain community relationships and partnerships through ongoing outreach activities within the PSA.

Other Duties and Responsibilities
• Occasionally exposed to moving mechanical parts and outside weather conditions.
• Consults regularly with Assistant Director on program issues and issues related to clients.
• Complies with all policies and procedures established by A12AA and the California Department on Aging (CDA).
• Understands and follows security awareness practices at all times.
• Attend periodic trainings provided by CDA and or other organizations to ensure compliance with reporting procedures and to enhance skill set.
• Assists in the training and development of new staff and volunteers when needed.
• Use of personal or agency vehicle for agency business as needed.
• Other duties as assigned.

Supervisory Responsibilities
None
**Education and Experience**
Associate’s degree in related field desirable; or two years related experience and or training; or equivalent combination of education and experience. Must have knowledge, experience and training in working with the elderly, the process of aging, and needs of older adults.

**Other Skills**
To perform this job successfully, an individual shall be proficient in Microsoft Office applications, specifically MS Word and Excel. Must be highly motivated and organized, possess strong English written and verbal communication skills, and able to do basic math.

**Certificates, Licenses, Registrations**
Possession of a valid California driver’s license and proof of valid automobile insurance for reliable vehicle.

Application Deadline – March 13, 2020
Submit your resume, letter of interest and three professional references to: tsawyer@area12.org

All resumes will be screened and only the most qualified will be interviewed

Area 12 Agency on Aging is an Equal Opportunity Employer. No applicant for employment with A12AA shall be subjected to discrimination because of race, color, sex, (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, religion, physical or mental information, sexual orientation (including heterosexuality, homosexuality, and bisexuality), citizenship status, or marital and parental status. The Area 12 Agency on complies with the American with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individual on the basis of disability.