



## ALU LIKE, Inc.

### JOB VACANCY ANOUNCEMENT 18-004 (INTERNAL/EXTERNAL)

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**POSITION TITLE:** PROGRAM SPECIALIST III (Elderly Services)  
**REPORTS TO:** MANAGER II  
**DEPARTMENT/PROGRAM:** KUMU KAHU/KE OLA PONO NO NĀ KŪPUNA PGM (KOPP)

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#### **Job Summary.**

The responsibilities of a Program Specialist III is the coordination of a project, island unit of a statewide program, or multi-sites, with responsibility for program development and outcomes, and having minor budget control & PO signing authority, with a functioning level of Bachelors Degree. This position is responsible for the daily operations of the federally funded program for nutritional and supportive services for the Native Hawaiian elderly, 60 and above. This includes, but is not limited to, congregate meals sites and home delivered meals, health assessments, activities and the collaboration between local community agencies and organizations.

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#### **Duties and Responsibilities.**

##### **PROGRAM MANAGEMENT (25%):**

1. Researches, acquires and as needed, maintains the physical facilities for the congregate meal site as well as the parking for the van.
2. Plans and supervises recreational and educational activities of interest to participants.
3. Creates monthly calendars of recreational and educational activities and field trips that center around, but not limited to cultural, health and nutrition, federal and local issues/concerns.
4. Coordinates and reports daily meal count and delivery of congregate and home delivered meals for eligible participants of KOPP. Contacts local vendor with daily meal counts and any special meal requests.
5. Plans and coordinates field trips logistics.
6. Arranges for any equipment, transportation and/or supplies needed for planned activities.
7. Orders and keeps inventory of site supplies as needed.
8. Maintains petty cash and processes any reimbursements.
9. Maintains files for participants, volunteers, and resource instructors.
10. Does data collection and input and maintains accurate records on individual participants for evaluation and reporting purposes.

##### **SITE RESPONSIBILITIES (30%):**

1. Maintains and ensures the safety and sanitation of activities sites and facilities.
2. Supervises volunteers at the sites.
3. Coordinates the collection, recording, and reporting of monies received from the voluntary donation boxes.
4. Records daily attendance, number of meals served, and all activities at the congregate meal site.
5. Assists in the serving of meals to the participants.
6. Assists with recording of health information.
7. Stores and secures any equipment used and as needed, prepares area and building for daily use and closing.
8. Reports any need of repairs to the contractor.

##### **OUTREACH (15%):**

1. Recruits and assesses eligible program participants; provides information/referrals for services. Completes all necessary forms and adds new participants into the database.
2. Does friendly visits and phone reassurances.

##### **TRANSPORTATION (20%):**

1. Transports participants to approved destinations; Provides escort services to doctor, etc.
2. Ensures regular maintenance and repair of program vehicles.

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### **Duties and Responsibilities. (Continued)**

#### **CAREGIVER SERVICES (5%):**

1. Coordinates caregiver programs and services on the island.
2. Attends community meetings related to caregiving.

#### **COMMUNITY DEVELOPMENT (5%):**

1. Monitors and collaborates with local contractors and program service consultants.
2. Networks with elderly community services and health organizations and agencies for referral and integration of services.
3. Provides program information at community events.

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### **Interaction.**

The Pgm Spec III has daily and extensive contact with individuals and groups within and outside of ALU LIKE. The Pgm Spec III has a collaborative relationship with but not limited to Hawaiian Agencies and Organizations, the local County Office on Aging, public and private health care agencies and organizations and other private and public agencies within the community.

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### **Required Job Requirements.**

#### **Education and Experience**

1. Bachelors degree **and**
2. Two (2) years professional experience in a health, social service program, or educational program.

#### **Substitution**

1. Associates Degree **and**
2. Four (4) years professional experience in a health or social service program, which included supervisory experience, when such education and/or experience provides the functioning level described above **or**
3. High School diploma or equivalent **and**
4. Six (6) years professional experience in a health or social service program, which included supervisory experience, when such experience provides the functioning level described above.
5. Relevant education above the BA Degree may substitute for experience on a year for year basis, when such education and/or experience provides the functioning level described above.

#### **Skills, Knowledge, and Abilities**

1. Ability to communicate and work closely with the elderly.
2. Good oral and written communication skills.
3. Ability to establish and maintain effective personal work relationships.
4. Ability to work independently without direct supervision.
5. Ability to work effectively with people of diverse backgrounds.
6. Ability to recognize medical conditions (signs and symptoms) to respond/intervene as needed.
7. Ability to analyze problems, develop effective solutions, and resolve problems.
8. Able to travel to the neighbor islands.
9. Current First Aid and CPR certification or able to obtain these certificates within a reasonable period of time after being hired.
10. Knowledge and usage of computers and software applications such as but not limited to Word, Excel, and Power Point.
11. Ability to accurately record data according to established policies, practices, and format.
12. Typing skills.
13. Knowledge of community resources, agencies, and organizations.
14. Flexibility, self-motivation, and ability to be a team player.
15. Medical clearance to drive 15-passenger van through Medical Examiner's Certificate or memo from physician.
16. Valid Hawaii driver's license, current personal no-fault insurance, and daily access to an automobile.
17. Excellent driving record verified by a City and County Police abstract.

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**Working Environment.**

1. Able to lift, carry, push and pull at least 50 pounds for a short distance.
2. Ability to assist elders to safely get on and off the transportation vehicles using body mechanic techniques to include wheelchair assistance.
3. Able to work under pressure.

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**Desired Requirements.**

1. Demonstrate ability to relate to Native Hawaiians in the community, especially the elderly.
2. Knowledge, understanding and experience of the Native Hawaiian cultures and values.
3. Knowledge of ALU LIKE's programs and services.
4. Knowledge of Federal programs and regulations.
5. Bachelors degree in Public Health, Health, Social Work, Human Services, Gerontology, Education, or any closely related field.

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**REVIEW/APPROVAL SECTION:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Officer's Review: \_\_\_\_\_ Date: \_\_\_\_\_

President/CEO's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONNEL/PAYROLL/SAFETY OFFICE USE ONLY:**

EEO Category Code: \_\_\_\_\_ Employment Classification: NE

Salary Level: 10 Last Revision: 10/17/16

Date Copy of Approved JD Sent to Dept.: \_\_\_\_\_