



DANE COUNTY
invites applications for the position of:

Area Agency on Aging Manager

SALARY:	\$39.97 - \$51.65 Hourly
OPENING DATE:	12/10/21
CLOSING DATE:	01/04/22 04:30 PM
DESCRIPTION:	

The Dane Human Services Department in Madison, Wisconsin is recruiting for a full-time (1.0FTE) Area Agency on Aging Manager position. The Eligibility List created will be used to fill future vacancies over the next six (6) months.

EQUITY, DEFINITION AND EXAMPLES OF DUTIES:

COMMITMENT TO EQUITY AND INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

DEFINITION

Under the supervision of the Adult Community Services Manager, with policy advice from the Area Agency on Aging Board, this position is responsible for the operation of the Area Agency on Aging of Dane County (AAA). The key functions are developing and implementing the Dane County Plan for Older Adults, working with the AAA Board in advocating for the needs of Dane County's older adult population and assuring the fiscal and programmatic integrity of the AAA's directly provided and purchased services, which include case management, nutrition, caregiver support, elder benefits counseling, transportation and more.

EXAMPLE OF DUTIES

Monitors the effectiveness of service delivery to older adults. Recommends service funding level changes through annual review of proposals and issuance of purchase of service contracts. Maintains regular contact with assigned purchase of service agencies. Serves as a catalyst for the coordination of existing resources and the development of new ones that respond to the needs of older adults in Dane County. Performs or manages administrative functions of Area Agency on Aging Office including staff supervision, recordkeeping, budget, orientation of new AAA Board members, and ongoing training. Advises the County on issues which have an impact on Dane County's older adults. Develops, with the AAA Board, the Dane County Plan for Older Adults, annual funding priorities and a budget for aging services. Tracks, analyzes, and monitors County, State, and Federal legislation. Keeps the AAA Board and Health and Human Needs

Committee informed on issues and action needed. Collects, organizes, analyzes and disseminates information on issues affecting the county's older adult population for federal, state, area, and local policy makers and agencies. Provides technical assistance to planners, service providers, and others regarding demographic, social, and economic trends. Represents the interests of older adults in planning, developing, and maintaining human services. Promotes and coordinates working alliances with public and private sectors to increase their awareness of aging programs and major issues facing older adults. Organizes and manages task forces designed to study issues and concerns related to older adults, prepares written and verbal reports on the findings, and makes recommendations to the AAA Board, the County Executive, Health and Human Needs Committee, and the Human Services Department. Performs other duties as assigned.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Education, Training and Experience:

Must have a Bachelor's degree in a human service field and a minimum of four (4) years of work experience in settings that provide services to older adults. (Master's degree preferred.)

Special Requirements:

Must have a valid driver's license, or access to reliable personal transportation, or equivalent.

Background Check Statement: Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

Physical and Environmental Work Requirements:

Work inside and outside of an office environment, which includes meetings with clients and other service providers. Fingering – e.g., typing and writing. Hearing – with or without assistive devices. Visual acuity – with or without assistive devices. Sedentary work involves sitting most of the time. Viewing a computer terminal. Extensive reading.

KNOWLEDGE, SKILLS & ABILITIES:

A thorough and working knowledge of the Older Americans Act, federal and state laws, and rules and regulations pertaining to older adults. Comprehensive knowledge of the Dane County service provider network. Understanding of the aging network and provision of service.

Knowledge of the legislative and budget process. Ability to develop effective working relationships with individuals and with governmental, public and private agencies. Effective oral and written communication skills. Ability to analyze problems and create solutions.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/countyofdane>

Position #2021-00786
AREA AGENCY ON AGING MANAGER
KM

210 Martin Luther King Jr Blvd, Room 418
Madison, WI 53703
(608) 266-4125

employee-relations@countyofdane.com

Area Agency on Aging Manager Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in a human service field?
 Yes No

- * 2. If your answer to #1 above was 'Yes', please describe the field.

- * 3. Do you have a minimum of four (4) years of work experience in settings that provide services to older adults?
 Yes No

- * 4. If your answer to #3 was 'Yes', In one (1) sentence please list the setting(s) in which you provided services to older adults.

- * 5. Do you have a Master's degree (preferred but not required) in a human service field?
 Yes No

- * 6. Do you have a valid driver's license, or access to reliable personal transportation, or equivalent?
 Yes No

- * 7. (GRADED QUESTION) Please describe your work experience, education, and background working with older adults that has prepared you for this position. Provide concise but specific information that includes time periods, your role and job duties, your span of responsibility, and any of your accomplishments.

- * 8. (GRADED QUESTION) This position is responsible for the management of services for older adults, many of which are delivered by community-based agencies. The incumbent must prepare contract documents, manage program budgets, track expenditures and revenues, develop requests for proposals, write reports, and ensure program compliance with contract requirements while also assuring the Area Agency on Aging's compliance with the requirements of the Older Americans Act as well as other grants. Describe experience you have managing or working in contracted or grant-funded programs and assuring expectations are met. Also describe experience you have working with program budgets as well as writing and/or evaluating requests for proposals. Be specific about your role and the time periods for these responsibilities.

- * 9. (GRADED QUESTION) This position will work very closely with the Area Agency on Aging Board and with other county oversight committees. Please describe your experience working with oversight committees, boards, and other similar entities. Please be specific in describing your knowledge of the role of oversight boards and of the nature of the relationship between staff members and members of oversight boards.

* 10. (GRADED QUESTION) The population in Dane County is growing and the number of older adults is expected to steadily increase through the year 2040. Recognizing that funding for service expansions may be limited, please describe your vision for Aging Services in Dane County in the future. Include in your answer what the role of county government should be in Aging Services.

* Required Question