

Greater Wisconsin Agency on Aging Resources

Position Description

Position Title: Abuse in Later Life Project Coordinator

Reports to: Older Americans Act Program and Special Projects Manager

Position Status: This is a 40 hour per week, exempt position working standard business hours Monday through Friday with some nights, weekends, and overnights possible.

Position Summary:

The Abuse in Later Life Project Coordinator will manage the day-to-day activities of the Abuse in Later Life grant. This will include interacting and coordinating activities with county partners in Polk, Dunn, La Crosse, and Walworth Counties. The program will act as a bridge between state and local organizations to maximize resources and promote outreach. The grant period provides employment June 1st 2023 through September 30th 2025 and could be extended. Salary range is \$47,000 to \$60,000 annually.

Essential Job Functions:

- Facilitate and manage Coordinated Community Response Teams within each of the identified counties.
- Coordinate, schedule, and manage trainings for law enforcement and direct service providers.
- Work closely with adult protective services, prosecutors, law enforcement, victim services, health care professionals and other aging network partners.
- Coordinate training and technical assistance efforts for multidisciplinary partners.
- Serve as a resource to the service provider hired under the grant program.
- Assist with outreach efforts in the targeted communities.
- Assist in compiling reports in compliance with federal grant requirements.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, victim services, criminal justice, or other related fields and at least two years of paid experience working with older adults in at-risk situations.
- Familiar with standard concepts, practices, and reporting procedures related to elder abuse.
- Experience with project management and development.
- Skilled with basic computer usage including: data entry; PowerPoint; Word and Excel.
- Capacity to effectively and professionally communicate in person and on the phone.
- Established strong influencing, listening and consultative skills.
- Excellent verbal communication skills including correct grammatical usage, tact, diplomacy and good judgment.
- Adhere to the preservation of dignity by ensuring confidentiality/privacy and respect.
- Written communication skills demonstrating the ability to compose and type grammatically correct reports, letters, articles, and other written medium as requested.
- Excellent presentation skills
- Ability to handle multiple tasks at once.
- Function well in high pressure situations maintaining attention to detail and accuracy
- Balance small and large scaled projects simultaneously
- Have valid driver's license and willingness to travel