



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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POSITION ANNOUNCEMENT **Resource Specialist/Volunteer Coordinator**

Rocky Mountain Development Council, Inc. has an opening for a full time (40 hours/week) Resource Specialist/Volunteer Coordinator for the Area IV Agency on Aging Program. The starting salary for this position is \$14.27 per hour, plus RMDC's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position is responsible for:

- SHIP Counseling (State Health Insurance Program), providing one on one Medicare and Medicaid counseling and assistance.
- Developing effective working relationships with the public, other agencies, private organizations, public officials and advocacy groups.
- Providing long term care planning information to seniors and families; and
- Providing information on the full range of long-term service and support options.
- Responsible for developing and managing Area IV Agency on Aging's volunteer programs, recruiting, training and coordinating volunteers.
- Assists the Senior Medicaid Patrol Program (SMP) Program Manager by training and coordinating local volunteers for the SMP.

Minimum Qualifications:

Knowledge: Understanding of principles of social work, sociology, psychology, assessment and communication skills, geriatrics and the aging process and the aging services network.

Abilities: Must be able to develop effective working relationships with the clientele, co-workers, public, other agencies, public officials, and advocacy groups; assess and analyze problems; obtain and maintain certification as an Information & Assistance/SHIP Counselor; manage work time well and establish program priorities.

Must have a valid driver's license and auto insurance and must be insurable on RMDC's motor vehicle insurance policy.

Education & Experience:

High school graduate and a minimum of two years post-secondary education in the social service field preferred. Two to three years' work experience working with the elderly.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, www.rmhc.net, and the Helena Job Service. Incomplete application material will not be processed. Completed application packages **must be received by the RMDC Human Resource Office at the above address no later than 5:00 p.m. April 25th, 2017.** EEO