



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
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### Position Announcement

#### **Program Coordinator/Resource Specialist**

Rocky Mountain Development Council's Agency on Aging Program is seeking applicants for a Program Coordinator/Resource Specialist. This position is a full-time (40 hours per week) position, Monday through Friday. The starting salary is \$21.73 per hour.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan, 13-14 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment, a 401k option is available upon hire, based on age eligibility.

This position consists of four distinct primary parts: Volunteer Coordinator, Grants and Special Projects Coordinator, Caregiver Support Coordinator, and Resource Specialist

- A. The Volunteer Coordinator** serves as a leader of volunteer services for Rocky's Agency on Aging. The Coordinator is responsible for recruiting and managing individuals and groups of volunteers throughout the six counties served by Area IV.
- B. The Grant and Special Projects Coordinator** will assist the Rocky Aging Program Director and the Rocky Operations Director to identify and develop funding and administration of new projects.
- C. The Caregiver Support Coordinator** works with the Rocky Aging Program Director to serve caregivers of older adults and people with disabilities.
- D. The Resource Specialist** counsels' individuals and groups about Older Americans Act services

#### **Knowledge, Skills, Abilities:**

##### **Knowledge:**

- familiarity with older adults, people with disabilities, and the human rights and responsibilities of both groups
- understanding of human services as well as public policies affecting older adults, adults with disabilities, and their caregivers
- a thorough understanding of Medicare, Medicaid, and private health insurance benefits and eligibility requirements
- working knowledge of volunteer management principles and practices
- well developed knowledge of customer service and teamwork

##### **Skills:**

- effective facilitation and relationship building skills with individuals and organizations
- well-developed skills in Analysis of problems and solutions.
- demonstrated skills interviewing adults to determine work skills and interests, motivations, talents, etc.
- effectively communicates verbally and in writing
- proven counseling skills
- highly developed public speaking skills
- excellent computer skills including being able to research answers to questions, to enroll clients online with Medicare, Medicaid, Social Security, etc., and to operate effectively and efficiently Word, Excel, Outlook, etc.
- well-developed time management.

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**Abilities:**

- to stay true to the purposes of relevant public policies, to master the profession, and to act professionally while working with large caseloads, meeting deadlines, and establishing priorities under all conditions.
- to work independently with minimal supervision and as a team member.
- to establish and maintain cordial working relationships with co-workers and other agency staff.

**Minimum Qualifications:**

The above knowledge, skills, and abilities are typically acquired through the completion of a bachelor's degree in a human-service related field such as social work, counseling, public health, etc., and two years of professional experience with at least one year in human service provision to older adults, people with disabilities, or their caregivers. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on a case-by-case basis.

The position requires primarily in-office work and meeting with volunteers. Some day travel is required for projects outside the office or volunteer recruiting events. Out of the office travel is less than 10% of work time. Preferred to have a reliable vehicle with current driver's license and be approved as a driver by Rocky's insurance carrier as outlined in Rocky's Driving and Vehicle Usage Policy. Occasional travel in hazardous weather conditions may be required. Rocky Aging staff members share a company vehicle, so one's use of a personal vehicle is limited.

**Application Process:** Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601) Open until filled.  
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