**General Statement of Duties**

The Lead Aging Program Consultant is responsible for financial, administrative and compliance related duties for the Area Agency on Aging (AAA). Primary duties include managing and maintaining the Aging Resources Management System (ARMS), monitoring the services provided by the AAA’s contracted service providers and subcontractors. Work is performed under the general supervision of the AAA Director and requires a close working relationship with the AAA and Finance staff.

**Distinguishing Features of the Class**

An employee in this class serves as lead monitor to ensure that service providers follow guidelines from the NC Division of Aging and Adult Services. Services are provided through monitoring service providers and subcontractors for the Home and Community Care Block Grant, Title IIID Disease Prevention Health Promotion, Title III Family Caregiver Support Program and related tasks. The employee is responsible for identifying, analyzing, and developing compliance reports for services and providing follow up to ensure compliance measures are implemented. Work requires a broad understanding of regulatory and accounting requirements, the long-term care system and programs for the aging, along with the policies, procedures, rules and regulations governing these programs. Employee must present a professional demeanor at all times, exercise independent judgement and discretion in handling workload while maintaining confidentiality, and work well under pressure.

**Duties and Responsibilities**

**Essential Duties and Tasks**

- Monitors funded community service providers for the Home and Community Care Block Grant, Title IIID Disease Prevention Health Promotion and Family Caregiver Support Program; determines if providers and services are compliant; prepares reports to the providers and follows up to ensure necessary corrections for compliance with required standards.
- Monitors provider sub-contractor for In Home Aid and Transportation programs.
- Manages, monitors and maintains the AAA reimbursements via ARMS.
- Downloads, evaluates, and distributes monthly ARMS reports.
- Manages the flow of Federal and State funds to multiple contractors in the region through contract management, fiscal reporting, monitoring coordination, data tracking and payment.
- Performs quality assurance activities for internal and external budgets and programs through analysis and reports.
- Assist AAA Director to provide specialized information to local aging service providers, local and state governments.
- Provide information packets on the Area Agency on Aging that will inform county governments, providers, and others of information related to adult issues that might directly affect that group.
- Writes or assists with writing grants.
- Conducts special projects and initiatives for varying groups and governments and attends
a wide variety of meetings.

- Participates in research and development of annual plan.
- Establishes and maintains files, data bases and data management systems, both electronic and paper for efficient retrieval.
- Prepares and maintains a wide variety of records and reports as necessary for reporting to granting agencies, local and regional boards, and program evaluation.

**Recruitment and Selection Guidelines**

**Knowledge, Skills, and Abilities**

- Thorough knowledge of federal and state regulations and ability to interpret them as they relate to aging programs and the role of social and other service organizations in meeting the needs of the older population.
- Knowledge of budgeting, purchasing and related fiscal programs, policies, and procedures.
- Considerable knowledge of the application of information technology to the work including the use of any specialized software programs including ARMS and Microsoft Office (Word, Excel and Power Point).
- Collaborative conflict resolution, public speaking, training and meeting facilitation skills.
- Ability to monitor and evaluate social service and other older adult programs including monitoring fiscal and programmatic goals and requirements.
- Ability to communicate effectively, in written and oral form, with public officials, community organizations, and the general public.
- Ability to establish and maintain effective working relationships with staff, public officials, and other persons assisting with the older population.
- Ability to organize work and exercise independent judgment with minimum supervision for assigned tasks.
- Ability to prepare and maintain accurate and detailed records.

**Physical Requirements**

- Must be able to physically perform the basic life operational functions of fingering, teaching, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare and use data or figures, operate a computer terminal and other office machines and equipment, and do extensive reading.

**Desirable Education and Experience**

- Graduation from an accredited four year college or university with a degree in accounting, finance, management or human services and extensive experience in compliance, accounting and/or management; or an equivalent combination of education and experience. Ideal candidate will be organized, able to multi-task, work independently and have the
ability to quickly learn and navigate new computer software programs.

**Special Requirement**

- Possession of a valid North Carolina driver’s license. Occasional travel is required outside the region; regular travel required within the nine county Eastern Carolina region.

**To Apply**

- Email application and PD-107 to jmiller@eccog.org or mail to PO Box 1717; New Bern, NC 28563