

## **JOB DESCRIPTION**

**PROGRAM:** STEP Office of Aging  
**JOB TITLE:** Center for Healthy Aging Coordinator (Part-time)  
**PAY GRADE:** 8

### **JOB SUMMARY**

Plans, coordinates, and facilitates programs and functions necessary for the effective operation of a STEP Center for Healthy Aging. Provides a safe environment which empowers consumers to be independent and successful in aging. Ensures the distribution of Meals on Wheels to homebound seniors and the provision of onsite meals at the Center for Healthy Aging.

### **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Volunteers  
**REPORTS TO:** Center for Healthy Aging Manager

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Health, Fitness, Recreation, or Exercise, preferred; other bachelor's degrees with experience working in the health-related field or with the older adult population will be considered; and,
- Ability to be certified in First Aid/CPR (Required by the Pennsylvania Department of Aging) within initial employment period.

### **GENERAL REQUIREMENTS**

- One year of experience with Microsoft Office products including Word, Power Point, Publisher, Access, and Excel and teleconferencing;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check current within 90 days of employment; and Motor Vehicle Record check;
- Valid driver's license and reliable transportation with appropriate insurance coverage available daily; and,
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, climb stairs and safely lift and carry up to twenty pounds unassisted, have unrestricted use of the upper body, and corrected or uncorrected hearing and vision within normal ranges, and the ability to access handicapped-inaccessible residences.

### **SPECIFIC DUTIES**

- ❖ Operates and maintains an attractive STEP Center for Healthy Aging in compliance with Pennsylvania Department of Aging (PDA) guidance with assignment of community center site based on staffing level needs across the system of all sites;
- ❖ Interacts with consumers to assist them with improving socialization and problem-solving skills; provides a caring environment for consumers;
- ❖ Offers consumers program choice by scheduling a variety of center programs to include education, social, nutritional, cognitive, and health and wellness programs;
- ❖ Seeks out special interest programming based on the suggestions of consumers;
- ❖ Develops community partnerships for the provision of specialized healthy aging programming;
- ❖ Schedules, coordinates, and leads evidence-based health programs in compliance with PDA

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- Socialization, Recreation, Education & Health Promotion guidance, which includes programming in the following priority areas: exercise, nutrition, chronic illness, incontinence, mental health, injury and disease prevention, medication management, and substance abuse;
- ❖ Implements exercise and fitness programs as required by PDA;
  - ❖ Develops and monitors volunteer Peer Exercise and Fitness Leaders;
  - ❖ Leads exercise programs and advises participants on proper techniques;
  - ❖ Develops and maintains monthly Center for Healthy Aging program calendars and submits for publication;
  - ❖ Provides congregate meals in compliance with PDA guidance and provides consumers with printed menus to encourage choice, utilizes a meal reservation system, and completes all tasks involved with meal ordering;
  - ❖ Completes WellSky Nutrition Screen annually on congregate consumers to assess individual's nutritional risk; provides information and tools to consumer to decrease nutritional risk per guidance of PDA;
  - ❖ Maintains compliance with all aspects of the 'Senior Community Center and Satellite Center Policies and Standards' issued by PDA in 1996, including but not limited to: Emergency Preparedness, Fiscal Management, Collection and Use of Participant Contributions, Safety, and Sanitization;
  - ❖ Observes safe food handling practices when serving Center for Healthy Aging consumers and/or ensures volunteers serving meals are ascribing to safe food handling practices;
  - ❖ Recruits volunteers in coordination with other Center for Healthy Aging Coordinators; completes volunteer intake, training, and on-going supervision; completes schedules for volunteers ensuring that backup volunteers are in place if needed;
  - ❖ Maintains an adequate inventory/supply of disposables on site;
  - ❖ Provides Meals on Wheels and nutrition education to homebound consumers in compliance with PDA guidance: orders meals according to diet and Agency procedures; develops and maintains up to date/accurate route delivery sheets for volunteer use; supervises packing of home delivered meals; instructs volunteers on both regular and emergency procedures for Meal on Wheels delivery;
  - ❖ Applies the principles and practices of PA Departments of Agriculture and Aging ServSafe® nutritional standards to a food service program for persons aged 60 and over;
  - ❖ Certification in a minimum of two Title IIID Programs: ServSafe®, Healthy Steps in Motion, Healthy Steps for Older Adults, Tia Chi, and Walk with Ease;
  - ❖ Collects and deposits donations, as per agency policies and procedures; acts as Council Parliamentarian to the Senior Center Council; coordinates with the Council Treasurer the implementation of agency procedures for funds raised or spent by the Council;
  - ❖ Participates in health fairs and other public events to inform public of services;
  - ❖ Completes all WellSky required daily documentation accurately;
  - ❖ Completes all monthly reports accurately with submission in a timely fashion;
  - ❖ Maintain accurate shared documentation to ensure adequate Center for Healthy Aging coverage in the event of a short- or long-term absence;
  - ❖ Makes referrals for aging services and other services, as appropriate;
  - ❖ Schedules center trips in coordination with the consumer and STEP Transportation Services daily and as needed;
  - ❖ Ensure all STEP Building Security procedures (for opening the building in the morning and securing the building in the evening) are followed;
  - ❖ Complies with applicable federal, state, and local laws, regulations, and directives, as well as agency policies and procedures;

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- ❖ Attends all staff meetings;
- ❖ Participates in educational and professional development, certification programs, and all other trainings to enhance performance; and,
- ❖ Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Knowledge of the following:
  - Effective customer service principles;
  - Age-appropriate recreational and health/nutrition activities;
  - Geographic area served;
  - Needs and problems of those persons aged 60 and over;
  - Individual and group behaviors and ways of working effectively with the elderly;
  - Food sanitation practices; and,
  - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, Power Point, and Publisher components.
- ❖ Skill in the following:
  - Using a keyboard and personal computer; and,
  - Communication, such as speaking, listening, and interviewing, to express ideas clearly and to interact effectively with consumers, coworkers, management, outside agencies, and the public.
- ❖ Ability to perform the following:
  - Direct the work of others;
  - Apply principles and practices of PA Departments of Agriculture and Aging and ServSafe® nutritional standards to a food service program for persons aged 60 and over;
  - Arrange health screenings and education including evidenced based programs;
  - Develop and coordinate exercise and fitness programs, including evidenced-based programs, and develop volunteer peer leaders;
  - Lead exercise programs and advise consumers on proper exercise techniques and programs;
  - Prepare and maintain written records and reports such as program and client data;
  - Plan, organize, direct, and lead programs to meet the needs of persons aged 60 and older;
  - Do arithmetic calculations sufficient to make accurate bank deposits, complete end of month reports, and do monthly meal and donation totals;
  - Organize and plan work;
  - Participate in educational–professional development, certification programs, and all other trainings to enhance performance;
  - Make clear and pertinent statements both orally and in writing;
  - Be creative, resourceful, and flexible;
  - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
  - Establish and maintain effective working relationships with staff, administrators, partnering agencies, elected officials, government agencies, businesses, consumers, and the public;
  - Analyze, evaluate, and recommend action on consumer needs;
  - Understand and accept the needs and rights of others and effectively communicate with consumers;
  - Work independently, as well as within a team;

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- Speak to groups of varied socio-economic backgrounds;
- Interpret written and oral information; and,
- Project a positive image.