

NOTICE OF JOB OPENING

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GRANT POSITION

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| Posting Begins | December 22, 2016 | Posting Ends | January 11, 2017 |
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| Position Title | PROGRAM SPECIALIST |
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| Department | Area Agency on Aging | Division | |
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| | New Position | X | Full-time | 40 | Hrs./Week |
| X | Replacement | | Part-time A | | Hrs./Week |
| | Seasonal Temporary | | Part-time B | | Hrs./Week |

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| Location of Position | 849-C N. 47 th St. Kansas City, KS 66102 |
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BRIEF JOB DESCRIPTION: To serve as the Information/Referral/Assistance Specialist for the agency to the community and to serve as a senior adult advocate to identify and improve services as reported by the community such as housing options, adult day care, assisted living, and any other specific needs; will also serve as the initial point of contact for customers and their caregivers seeking information and assistance; to ensure service delivery under the Area Agency on Aging is performed as outlined in state contracts for all programs administered; performing other duties as assigned.

MINIMUM QUALIFICATIONS: Associate's Degree in Gerontology, Nursing, Health, Social Work, Counseling, Human Development, or Family Studies; Bachelor's Degree is preferred; and 1 year experience in the geriatric service field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job; knowledge of community resources; ability to communicate and work well with the public; ability to travel overnight to trainings as needed. Valid Kansas Driver's License.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

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| Salary Range | \$15.55/hr. | PI # | 6004, 6005 | Class. Code | 1416 |
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY
EOE**