

JOB DESCRIPTION

Position Title	Department	Reports to
Associate Director, Senior Services Program	Senior Services	Chief Program Officer
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	

POSITION SUMMARY

This position works with the Senior Services Elderly Nutrition Program and is responsible for:

- Provide leadership and operational oversight and program development
- Maintain a relationship with our City partners
- Assist with audits, including preparation and corrective action planning
- Fiscal management, budget development and financial forecasting
- Strong grant writing skills and data tracking and analysis
- Communicate with funders as needed to ensure the program is in compliance with service requirements outlined in the contract

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

1. Responsible for being part of a team focused on outreach, including developing a strategy for developing long term relationships with our city partners, senior centers and other partners that may impact program sustainability goals and future funding opportunities for the Elderly Nutrition Program.
2. Monitors needs of the community and senior participants; develops staffing patterns necessary to meet those needs.
3. Implement and manage compliance assurance processes at the senior meal sites and in the home delivered meals program.
4. Overall leadership to oversee the meal program, vehicle operations, data processes, invoicing and data analysis.

5. Develops and maintains a program of staff development to provide quality services for program participants: supervises staff and works with them to maintain an environment conducive to good staff morale and performance.
6. Provide fiscal management including budget development, monitoring and forecasting; maintain records of fiscal activities within funding agency regulations, ensuring that revenues and expenses are balanced at the end of each fiscal year; monitors and controls expenditures to comply with the ENP contract.
7. Oversees grant management and manage county contract; prepare for site visits, audits and the corrective action process.
8. Correspond with the LA County Aging & Disabilities Department regarding inquiries and questions regarding the meal program.
9. Attends Elderly Nutrition Program meetings and represents the YWCA on boards and councils of organizations and government agencies advocating for seniors.
10. Alongside the Managers, assist with tracking and monitoring all program deliverables for the Elderly Nutrition Program including reports, and other reporting documents.
11. Performs managerial duties including:
 - working with staff to set goals
 - reviewing performance and completing appraisals as scheduled
 - counseling and disciplining staff, where required
 - coaching, advising and guiding staff through problems or new situations
 - ensuring appropriate in service programs are provided to improve staff skills
 - scheduling staff to ensure proper coverage and service in the Elderly Nutrition Program at all times
12. Develops and implements senior policies ensuring compliance with County and other regulations and Agency policies.
13. Develops and maintains a working knowledge of codes, laws and regulations that impact the elderly population; develops and implements changes to policies and procedures to ensure compliance with same.

14. Assesses program needs of clients and oversees development/implementation of new programming at the meal sites where necessary; provides leadership to development and implementation process.
15. Develops and maintains professional skills through networking with other community service agencies, research, participating in seminars and continuing education, and reading.
16. Displays sensitivity to the cultural and linguistic needs of seniors and community served.
17. Facilitates staff meetings to provide input towards program development and coordinates staff training. Participates in monthly QA meetings for C1 and C2 planning.
18. Communicates effectively in a culturally competent and diverse consumer population and promotes favorable interaction with managers, co-workers and others.
19. Acts as a mandated Elder Abuse reporter.
20. Acts as a member of the senior management team to strengthen and support the goals of the YWCA:
 - promote YWCA mission to all staff
 - participates as a member on various management committees
 - develops and implements methods to improve fiscal soundness and control expenses
 - actively cooperates with other departments in support of YWCA goals
21. Perform other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree required. Masters preferred in Public Health, Leadership Management, Gerontology, Social Work, Human Services or Behavioral Science from an accredited university.
- Experience working with the senior population.
- Highly developed interpersonal skills including active listening, patience and compassion.
- Strong analytic problem solving skills.
- Ability to work both independently and in a dynamic, cross-functional team structure
- Ability to manage and work through change in a proactive manner.
- Prior experience managing teams and strong leadership skills
- Effective computer skills and knowledgeable about senior programs.
- Knowledge and sensitivity to issues affecting seniors and the community.
- Excellent verbal and written communication skills.
- Professional appearance and ability to maintain confidentiality in all matters related to the agency/ program and positive communications with staff, volunteers and the community.
- Excellent documentation skills, ability to prioritize, work independently and meet deadlines.

- Must demonstrate cultural humility and strengths based approach.
- Must demonstrate excellent attendance and reliability.
- Current Valid Driver's License and a driving record acceptable to the agency's insurance carrier.
- Ability to support the mission and philosophy of the YWCA.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.