



468 New Market Boulevard Boone North Carolina 28607

**Title:** Family Caregiver & Health Promotion Specialist

**Type of Position:** Full Time/Regular

**Department:** Area Agency on Aging

**Revised:** November 2018

**General Statement of Duties:**

The Family Caregiver & Health Promotion Specialist assists with planning, development, and enhancement of programs and services that meet the needs of family caregivers and support the health and wellbeing of older adults in the seven-county, High Country region.

**Distinguishing Features of this Class:**

The Family Caregiver & Health Promotion Specialist is responsible for assisting in planning, resource development, outreach, education and training, advocacy, information and assistance, research, and program implementation. The primary focus of the position is to ensure the provision of quality services within the five categories established by the authorizing language of the Older Americans Act: information and assistance, assistance gaining access to services, caregiver training and support groups, respite, and supplemental services.

This position works closely with the Caregiver Program Coordinator and Compliance Officer, under the general supervision of the Area Agency on Aging Director.

**Essential Duties and Responsibilities:**

- Understands and adheres to the Family Caregiver Support Program (FCSP) and Evidence Based Health Promotion (EBHP) program standards set forth by the North Carolina Division of Aging and Adult Services (DAAS)
- Ensures service delivery to the High Country region through direct service and administration of services via contracted service providers and program leaders
- Collaborates and works closely with the Area Agency on Aging Director, Caregiver Program Coordinator, and Compliance Officer for seamless delivery and proper documentation of FCSP and EBHP services
- Provides information, technical assistance, and referrals to family caregivers, local service providers, public officials, consumers, employers, and the community
- Provides training on caregiving-related issues to family caregivers, agency staff, employers, and the general community
- Coordinates regional EBHP programs through leader recruitment, training, fidelity oversight, and data collection
- Leads EBHP programs as needed
- Ensures that all applicable information is delivered timely to AAA Compliance Officer for entry into the Aging Resource Management System (ARMS)
- Maintains required reporting documentation, prepares, and submits required reports and to DAAS
- Collaborates and develops partnerships with a variety of groups such as not-for and for-profit agencies, government entities, and faith-based organizations
- Seeks opportunities to expand service delivery
- Solicits program input and feedback from a variety of sources including program recipients
- Provides assistance with the development and implementation of the Area Agency on Aging's four-year plan
- Attends statewide FCSP and EBHP related meetings
- Assists and contributes to the additional needs of the Area Agency on Aging as needed and as they develop

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of the Family Caregiver Support Program and Evidence Based Health Promotion program guidelines and standards
- General knowledge of physical and mental health, nutritional, economic, social, and recreational needs of older adults
- Ability to organize and carry out program requirements independently and with minimal supervision
- Ability to develop and maintain effective working relationships with a wide variety of individuals, groups, and organizations
- Possesses effective written and verbal communication skills
- Ability to design, prepare, and write varied reports and documents
- Ability to multitask, set priorities, and manage time effectively

**Physical Requirements:**

Must be able to physically perform the basic operational skills of 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, and lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to prepare data and statistics, to read extensively, and to operate a computer.

**Special Requirements:**

Must possess a valid North Carolina driver's license. Must be able to regularly travel within the seven-county region and occasionally outside the region as required.

**Education and Experience:**

Four year degree from an accredited college or university in a human service or health related field and considerable experience (at least five years) in a related field, or the equivalent combination of education and experience.

*The High Country Area Agency on Aging is a department of the High Country Council of Governments (HCCOG). HCCOG is an equal opportunity employer.*