



Pittsylvania County Community Action,

Job Announcement

Job Title: Senior Services Program Coordinator
Department: Senior Services
Supervisor: Senior Services Director
FLSA Status: Non Exempt
Location: Chatham, Virginia
Hours: Full-time 40 hrs. per week

Annual Salary: \$15.00 to \$17.00 per hour (depending on experience)

JOB SUMMARY:

Responsible for assisting Director of Senior Services with overall operations of the Title III-C Program

DUTIES:

- Provide guidance to site coordinators, Title III-B staff and SAAA to develop monthly calendars and menus as needed (Meals are prepared by vendors in compliance with SAAA requirements/specifications).
- Maintain computer data bank and client files, including Uniform Assessments
- Assist in the preparation, collection and review of all necessary reports
- Ensures that all IIIB program reports are identified, and submitted correctly and within the designated time frame, both external and internal.
- Reviews the IIIB program requirements to ensure adequate staffing to meet and carry out program objectives.
- Coordinates IIIB staff training opportunities to ensure that they are knowledgeable of all rules and regulations pertaining to the operation of the transportation program.
- Responsible for conducting an annual evaluation of each IIIB employee. If necessary, may conduct interim evaluations to ensure employees are aware of performance deficiencies and given standards and time for improvement.
- For the Title IIIB program, assures that all vouchers are submitted correctly and timely.
- Coordinate efficient program compliance and meal service delivery with food vendors
- Maintain up-to-date records of meal site inspections by Fire and Health Departments
- Coordinate transportation for homebound meals
- Count CPI and prepare for deposit
- Deliver congregate and/or homebound meals, if needed, and box lunches/frozen food
- Work with Site Coordinators , Title III-B staff and SAAA to develop monthly program calendar for the meal sites
- Prepare monthly transportation reports
- Other duties as designated by the Director of Senior Services



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QUALIFICATIONS:

- Associates Degree in Human Services, Business Administration and/or Business Management, preferred.
- Six (6) years of related Human Services work experience, with at least two (2) years in a supervisory capacity
- Any of the above competencies with demonstrated skills and abilities with written and oral communications
- Valid Virginia driver's license
- Good driving record
- Must pass background check
- Geographical knowledge of service areas in Planning District 12

Application Process:

Submit an agency application (www.pccainc.org) 2 current letters of reference and resume to the following:

Pittsylvania County Community Action Inc.
Attn: Victoria Minton, Human Resources Director
PO BX 119
Chatham, VA 24531
Via email: vminton@pccainc.org