

**Permian Basin Regional Planning Commission  
Job Description  
AAA – Volunteer and Wellness Coordinator  
Exempt (FLSA) – State Equivalent: Volunteer Services Coordinator III**

**SUMMARY OF POSITION:** The Volunteer and Wellness Coordinator performs advanced volunteer services work and administration of wellness programs. Work involves planning and implementing evidence-based intervention programs and promoting volunteer recruitment. This is a highly visible non-supervisory position. Works under moderate supervision with moderate latitude for the use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Director of Area Agency on Aging
2. **Directs:** Non-Supervisory
3. **Other:** Interaction/contact staff specialists housed within the Area Agency on Aging; Area Agency on Aging Advisory Council; local state and federal agencies; elected officials; regulatory and endorsement agencies; service providers; senior organizations; and the public.

**EXAMPLES OF WORK / ESSENTIAL DUTIES:**

Conducts approved evidence-based programs with emphasis on improving health and wellbeing and reducing disease and injury as defined by current HHS service definitions and ensure program fidelity.

Coordinates and participates in activities which support and promote volunteer engagement.

Coordinate and conduct community outreach including radio, television, print media, and personal speaking engagements for program promotion and recruitment of volunteers.

Develops, facilitates, and supports working partnerships with other area agencies on aging, state and local agencies, and community-based organizations.

Organizes and maintains accurate documentation of all client and volunteer data/contacts in accordance with applicable rules, regulations, policies, and procedures in a manner that supports state and federal requirements.

Maintains documentation which supports the programs including grant awards, performance reports, correspondence, budgets, billing, report submission, donated items, funds and services, and any other program-related documentation.

Maintains strict client confidentiality of client / volunteer information.

Ensures timely submission of fiscal and programmatic reports related to the program in compliance with applicable rules, regulations, policies, and procedures in a manner that supports state and federal requirements.

May support benefits counselors by assisting in outreach activities which address public entitlements, health and long-term care services, individual rights, planning and protection options, and housing and consumer needs as request.

May support the Managing Local Ombudsman by serving as a staff ombudsman and conducting facility visits.

May participate in the development of program policies and procedures.

Attends training, meetings and conferences related to program goals.

#### **OTHER IMPORTANT DUTIES:**

Performs related duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:** Basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and awareness of aging services. Local, state, and federal laws and regulations relevant to program area.

**SKILL/ABILITY TO:** Demonstrate proficiency in both oral and written communication and in the use of computer and applicable software; skill in dealing with the general public, in establishing and maintaining effective working relationships with the public and community organizations; identify resources conducive to volunteer programs; demonstrate ability to relate to the elderly and their families; analyze and evaluate aging services programs and activities; work independently; and demonstrate a high level of organization.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Experience in volunteer services work. Graduation from an accredited four-year college or university with major coursework in behavior science, business administration or related field preferred.

High school graduation or its equivalent, plus at least two years of experience; or

Any equivalent combination of experience and training that provides required knowledge, skills, and abilities.

#### **CERTIFICATES AND LICENSES REQUIRED:**

Appropriate Texas driver's license or available alternate means of transportation.

Must obtain certification in the ombudsman program; and obtain evidence-based program certification within three months of hire.