



Rio Arriba County
Vacancy Notice Human
Resource Department

P.O. Box 127
Tierra Amarilla, New Mexico 87575
Telephone: (575) 588-7254 Fax: (575) 588-9346
Web: www.rio-arriba.org

Position: SENIOR CENTER SITE COORDINATOR
Positions Available: 1 **Department:** Senior Program-Coyote/ El Rito

Hourly Rate: \$16.06

Essential Job Duties:

- Responsible for daily operations of Senior Center/Adult Day Care Center;
- Participates and completes training required by New Mexico Health Department;
- Supervises two (2) homemakers and case manage ten (10) homebound clients;
- Supervises the day-to-day functions of participants eligible for ADC/Senior Center; such as personal assistances, recreational activities; coordinating transportation services, coordinating meal services, and documenting services;
- Assures that accurate clients intakes and referrals and conducted by staff;
- Assures that staff follow closely the developed plan of care for services;
- Assures that the Rio Arriba County ADC services are provided in accordance with the established licensing requirements;
- Assures that staff provides a daily summery report of services for each client;
- Assures that clients are provided services in a safe and secure environment and that participants are offered the respect and quality service they deserve;
- Reports to the Program Director any suspected incidence of abuse;
- Assures that staff develop and implement the activities daily program for participants; i.e. planning/scheduling of monthly activities;
- Coordinates with the ADC staff on the development of the individual participant's Service plan;
- Coordinators with the ADC staff participant and participant's family to make any needs changes with ongoing individual service plan;
- Assures and is responsible for all daily functions of the Adult Day Care Center;
- Established and maintains effective communication as well as serves as the liaison with community organizations, group, volunteers and health care agencies;
- ADC staff with home visits to participants in the Homemaker Program, and informs ADC Coordinator of any needed changes in participant individual Service plan;
- Conducts vehicle checks, which include but is not limited to checking oil, transmission fluid, windshield washer fluid, tire pressure, and keeping the van interior/exterior clean;
- Assures that staff log daily mileage logs and passenger counts;
- Instructs the food service staff on methods, procedures, and standards of performance,

- discipline, health, and safety;
- Conducts periodic inspection & inventory of equipment located at the center which includes but not limited to:
 - Center vehicles
 - Kitchen equipment
 - Audio/visual
 - Office equipment
 - Office furnishings
 - Dining room tables
- Creates a complete and accurate monthly report to the administration of services to eligible seniors in the respective communities;
- Maintains confidential files on eligible participants, by registering the participants yearly for those attending the Senior Center and for the participants receiving home delivered meals;
- Develops calendar for monthly activities;
- Reviews and approves all Center staff time and leaves requests;
- Organizes and supports a local Center Senior Advisory council;
- Attends community meeting's, trainings, seminars, and monthly Coordinator meetings;
- Serves as the program's public relations representative in their perspective community;
- Provides transportation services for Senior for Senior participants to Center (shopping, bill paying, and recreations services);
- Performs other duties as assigned by Director/Supervisor/Designee;
- Required to submit food order/inventory on time;
- Provides Activities for participants at center/ADC.

Skills & Qualifications:

- High school diploma or GED;
- At least five years' experience in a social service setting;
- Two years' supervisory experience;
- Ability to work with minimum general supervision;
- Some knowledge of computer skills;
- Good office and clerical skills;
- Good communication skills;
- Good speaking and writing skills;
- Ability to get along with Senior Citizens and some knowledge of the aging process;

For more details on duties, responsibilities, and qualifications please contact [Angela Gallegos](mailto:Angela.Gallegos@rio-arriba.org) Human Resource Director at 505 753-2992 or send her an e-mail at amgallegos@rio-arriba.org

A High School Diploma or GED Certificate is required. Selected applicants must complete and pass a pre-employment drug test and possess a valid New Mexico Driver's License.

Opening Date: October 14, 2021 **Closing Date:** October 28, 2021

Starting Pay: As per 2021-2022 Rio Arriba County Salary Schedule

Interested Applicants may submit an application at the Human Resource Department in Tierra Amarilla.

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The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.
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