Healthy Aging Association
Aging in Place
Program Manager
Older Adult Home Modification Program

Reports to: Executive Director/Health & Wellness Program Manager

This Position is specifically under a Federal Housing and Community Development (HUD) Grant Minimum: 20 hours per week.

Purpose of Position

The purpose of the Program Manager is to implement the strategic goals and objectives of the Aging in Place – Program Older Adult Home Modification Grant Program.

Qualifications

- Previous Program Management experience needed and approved by HUD.
- Licensed Occupational Therapist or Licensed Occupational Therapist Assistant
- Extensive knowledge of complex data reporting.
- Knowledge of complex financials as they relate to Federal budgets.
- Direct knowledge of policies and procedures required by grant.

Preferred: Occupational Therapist, Occupational Therapist Assistant, or Registered Nurse

Duties

- Ensure that programs and services reflect the direct policies and procedures in the Aging in Place – Dignity at Home Older Adult Home Modification Grant Program
- Responsible for the development of program plans, detailing objectives, methods, and goals for Aging in Place Program.
- Oversee the design, delivery, quality, and evaluation of the Aging in Place Program, including reviewing participants' fall risk and home assessments, evaluating proposals from Home Safety Services, and making approval decisions. Review and approve all invoices and payments to venders. Utilize the Home for Life
- Ensure regulations and laws regarding age, income, costs, and home modifications are adhered to.
- Utilize Home for Life Accessibility Ratings that measure one's ability to safely perform desired daily living activities in their own home to maintain independence. Ratings are captured before and after home modifications to show the increase in safety and accessibility of the home environment.
- Provide leadership, supervision, and guidance to staff delivering the Older Adult Home Modifications Program, including the Certified Aging in Place Specialist (CAPS), Program Assistant and Health Educator, and Licensed Occupational Therapist Consultant. (Required by grant).
- Attends mandatory monthly, quarterly Aging in Place and Older Adult Home Modification Grant Program meetings and annual conference.

- Conduct weekly meetings to review completed home modifications, participant evaluations, satisfaction, feedback, and any additional needs that may require staff referrals for services such as caregiving, food assistance, or case management.
- Hire, supervise, and evaluate staff in accordance with authorized personnel policies, procedures, and applicable laws and regulations.
- Provide Education/Outreach on Aging in Place program to the community.
- Build partnerships with community organizations and medical providers, including Kaiser Permanente, Sutter Medical Group, Oak Valley Hospital, and other service providers, to support referrals for clients who need fall prevention equipment to remain safely in their homes.
- Collaborate, coordinate and network with various public and private agencies.
- Marketing Aging in Place – Dignity at Home throughout Stanislaus County ensuring that participants are reached and served in the rural areas of the County.
- Responsibilities include planning, development and meeting the primary Benchmarks for completion on a quarterly basis.
- **Be available to attend an annual out-of-state conference.**

Please send a resume to healthy.aging2000@gmail.com if you are interested in this position.