Greater Wisconsin Agency on Aging Resources

Position Description

# Position Title: Older Americans Act Consultant-Health Promotion Program Specialist

Reports to: Older Americans Act Programs and Special Projects Manager

Position Status: This is a 32 hour per week, non-exempt position working standard business hours Monday through Friday with some nights, and overnights may be required.

**Position Summary:**

This position will provide ongoing training, technical assistance, and coaching to aging units/ADRCs in our 70-county service area with a primary focus on Health Promotion programs.

**Essential Job Functions:**

1. Assist county and tribal aging units in their efforts to develop goals for health promotion in their community.
2. Provide guidance to aging units who are looking to bring evidence based prevention programs to their community.
3. Work with Statewide Coordinator of Evidence Based Prevention Programs to organize and facilitate quarterly conference calls with local health promotion coordinators.
4. Along with agency partners, perform health promotion program orientations to all new aging unit directors and health promotion coordinators.
5. Participate in the Evidence Based Healthy Aging Program Coordinating Committee.
6. Oversee and maintain current database for county/tribal evidence based health aging programs around the state.
7. Maintain up-to-date information on all evidence based healthy aging programs.
8. Attend webinars put on through National Council on Aging (NCOA) in order to keep up- to-date on new information about evidence based healthy aging programs.
9. Coordinate agency implementation of the Aging Mastery Program (AMP).
10. Provide coaching to all health promotion coordinators within the aging network.
11. Review and assess county aging plans and provide effective feedback leading to agency approval of plans.
12. Upon request, assist other teams in accomplishing project goals.

**Qualifications:** Must have a Bachelor’s degree from an accredited college or university and at least 2 years of related experience in health promotion programming. Being a Certified Health Education Specialist is a plus. Must also have proven experience working as a member of a team. Experience in successfully advocating for changes in policy, personnel, or programs related to better meeting the needs of older people. Must be able to work effectively with limited management direction and have good writing and verbal communication skills. Ability to lead and train groups and provide one-on-one assistance as needed. Must also be well-organized and demonstrate initiative. Must be able to travel within our 70-county service region.