

# Greater Wisconsin Agency on Aging Resources

## Position Description

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Position Title: Older Americans Act Consultant-Transportation Specialist

Reports to: Older Americans Act Programs and Special Projects Manager

Position Status: This is a full-time exempt position working standard business hours Monday through Friday, with some overnights required.

### **Position Summary:**

This position will provide ongoing training, technical assistance and advocacy to the Aging Network (ie: aging units/ADRC's) in our seventy-county, eleven tribe service area with a primary focus on, but not exclusively limited to transportation and mobility options for older adults. This position will also provide oversight, technical assistance, training and assurance of quality for general aging services.

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### **Essential Job Functions:**

1. Maintain understanding of current programs, policies and procedures related to aging and transportation including how these programs, policies and procedures directly affect services to older adults
2. Monitor policy and legislative developments and educate local units and legislators on the impacts to older adults.
3. Provide technical assistance to aging unit staff regarding transportation issues
4. Understand and communicate the concepts of livability and how they impact mobility and quality of life.
5. Plan and facilitate effective meetings and trainings with customers and stakeholders around transportation issues
6. Present ideas and concepts orally and in writing to governmental policy and advisory boards or committees in order to advance the mission of the agency
7. Establish and maintain effective relationships with county staff, elected officials, WisDOT, DHS, Serve WI and other federal, state, regional, and local transportation
8. Assist aging units and individuals to forecast and manage change in response to changing needs of customers and other stakeholders  
Support business development efforts by serving as a content expert on transportation.
9. Plan and implement rapid cycle improvement projects designed to improve processes or services to consumers.
10. Review, approve and monitor three-year aging plans for their county or tribe.



**Qualifications:**

Bachelor's degree from accredited college or university with a preferred major in transportation planning or management or services for older adults/human services. Three years of related experience working with transportation programs for older adults. Mobility Management certification preferred. 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, have good writing and verbal communication skills. Must also be well organized and demonstrate initiative. Must be able to travel within our 70 county service region with occasional overnights required.

