

## **Greater Wisconsin Agency on Aging Resources (GWAAR)**

### **Position Description**

**Position Title:** Health Promotion Program Specialist

**Reports To:** GWAAR Program Specialist Manager

**Position Status:** Full-time (40 hours per week), exempt. Standard business hours Monday through Friday, with some evenings, weekends, and overnight travel required.

### **Position Summary**

This position provides ongoing training, technical assistance, and coaching to aging units and Aging and Disability Resource Centers (ADRC) across a 70-county service area, with a primary focus on health promotion programming and supportive services.

### **Essential Job Functions**

- Assist county and tribal aging units in developing and advancing community-based health promotion and supportive service goals.
- Provide guidance on the implementation of evidence-based prevention programs.
- Deliver technical assistance and training related to supportive services.
- Support the development and sustainability of community partnerships.
- Collaborate with partners to deliver health promotion program orientations for new aging unit directors and health promotion coordinators.
- Facilitate quarterly meetings of the Health Promotion Advisory Group.
- Maintain GWAAR's external and internal SharePoint Health Promotion page, ensuring all documents are current and updated annually.
- Partner with the State Unit on Aging to update the Older Americans Act (OAA) Title III-D subservice list in state data system software.

- Monitor funding for health promotion and supportive service expenditures and conduct outreach to agencies with underspending.
- Generate and review data and reports to ensure compliance with OAA Title III-D and B requirements.
- Maintain a current statewide database of evidence-based healthy aging programs for counties and tribes.
- Stay up to date on evidence-based programs and best practices.
- Participate in trainings and webinars offered by the National Council on Aging (NCOA) to remain current on trends and updates.
- Provide coaching and support to health promotion coordinators across the aging network.
- Review and assess county aging plans, providing actionable feedback to support approval and alignment with program requirements.
- Serve as Contract Administrator for the OAA Title III-B Legal Services contract, including data collection, contract issuance, and quality assurance.
- Support cross-team initiatives and contribute to agency projects as needed.
- Assist counties and tribes with aging plan development and annual goals.
- Perform other duties as assigned.

## **Qualifications**

### **Education:**

Bachelor's degree from an accredited college or university.

### **Experience:**

- Minimum of three years of experience in health promotion, supportive services, or programs serving older adults.
- Experience in policy interpretation, technical assistance, and program operations related to health promotion.

- Experience in training development.

**Skills and Abilities:**

- Strong organizational skills and initiative.
- Ability to work both independently and collaboratively.
- Excellent written and verbal communication skills.
- Ability to travel within Wisconsin, including occasional overnight stays.
- Valid Wisconsin driver's license.