

**TITLE: Program Support Staff**

**TYPE: Part Time TIME: 24 Hours/week STATUS: Non-Exempt**

**ORGANIZATION: Aitkin County CARE Inc., Aitkin, MN 56431**

Aitkin County CARE, Inc.’s purpose is to enhance and promote the independence, dignity, value and well-being of seniors, disabled adults, and caregivers.

Aitkin County CARE Inc. partners with local government, businesses, nonprofits and the community to provide innovative and quality services.

**Qualifications**

🞄 Two years of experience working with family caregivers, disabled and/or aging adults

🞄 Excellent communication (written and oral) skills

🞄 Demonstrated ability to maintain confidentiality and use appropriate professional judgment based on best practices, ethical and legal considerations

🞄 Must have auto insurance coverage that meets the minimum requirements of Minnesota State Law on the vehicle used for work

🞄 Demonstrated ability and knowledge in respecting the history, traditions, values and family systems of clients

**Responsibilities**

🞄 Acts as an ambassador for CARE programs; includes senior groups/facilities, health and human services, faith communities, businesses, schools, media outreach, etc.

🞄 Collaborates with other agencies to improve care of clients and caregivers

🞄 Promote programs to potential volunteers, people in need of our services and the community at large

🞄 Compiles and maintains records and information for grant and/or agency reporting

🞄 Process incoming telephone calls and clients entering office for information as needed

🞄 Fill in for respite workers/homemakers as needed

🞄 Support evidence based programs as needed

🞄 Fill in for NAPS coordination and deliver MOW as needed

🞄 Staff CARE office as needed

🞄 Support all Administrative staff as assigned

🞄 Works collaboratively with CARE staff to ensure seamless service delivery

🞄 Receives client referrals from various agencies and community members; provides referrals

🞄 Support Senior Companion/Volunteer Coordinator in collaboration with Lutheran Social Services

🞄 Must have auto insurance coverage that meets the minimum requirements of Minnesota State Law on the vehicle used for work

**Desired Qualifications**

🞄 Demonstrates passion for improving the quality of life for seniors and disabled adults

🞄 Ability to effectively use office equipment (i.e. computers, fax machine, telephone)

🞄 Knowledge of Microsoft Office products

🞄 Knowledge of internet navigation and social media

**Aitkin County CARE Inc. is an equal opportunity employer**