



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Chores & More Program Coordinator

FLSA: Non-Exempt

Class Title: Program Coordinator II

Range: 4

Reports to: Director of Senior Programs

Position Requirements:

Education and Experience: Associates degree (A.A.) or equivalent from two (2) year college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

Licenses Required: Valid Driver's license.

Certifications Required: None.

Background Investigation Required: None.

Knowledge: Basic knowledge of senior and community resources in Anoka County.

Abilities: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to work well with others.

Skills: Supervisory skills with both paid and volunteer staff. Strong oral and written skills, able to speak effectively before groups. Basic computer skills. Grant writing skills. Good organizational skills.

Duties and Responsibilities:

Prepares grant requests, budgets, and grant contract agreements to Metro Area Agency on Aging (MAAA) and ACCAP Department of Senior Programs. Works on fundraising efforts with community groups, providers, and clients. Prepares and submits reports for MAAA and other funding partners. If appropriate, directly bills MSHO clients for services provided. Develops and implements promotion and expansion of ACCAP Chores & More. Responsible for public relations to community groups, providers and citizens through oral and written presentations. Attends meetings at MAAA and ACCAP as indicated. Interviews, supervises and evaluates paid independent contractors and who provide services to clients, senior workers, and individual volunteers as well as volunteer groups. Assigns contractors and volunteers to clients and provides follow up to ensure quality of service. Collects, tabulates, and evaluates client information. Responsible for all program aspects in regards to meeting and evaluating established "Program Procedures and Responsibilities." Collaborates with social workers, outreach workers, cities, and waived programs to better serve their clients in need of chore services. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date:	May 3, 2021	Starting Salary:	\$16.29 – 17.92 DOQ
Closing Date:	Until Filled	Supervisor:	B. Hatfield
Status:	Permanent/FT	Location:	Blaine, MN
Benefits:	Medical, Dental, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125		

To receive an employment application, go to www.accap.org.