

# Healthy Connections Program Specialist

## Job Description



Job title: Healthy Connections Program Specialist	Reports to: Healthy Connections Program Manager
Department: Well-Being	Work location: Rutherford office/hybrid
Position status: Full time FLSA classification: Non-exempt	Salary range: \$25.52/hour

The Healthy Connections Program Specialist assists with scheduling, implementation, development and outreach for Healthy Connections' (HC) in-person program, i.e., HC Onsite. This program provides healthy aging activities at some of Family Eldercare's (FE) Service Coordination sites. The HC Specialist will also assume responsibility for coordinating special grant-funded projects.

**Essential Duties and Responsibilities:**

- Correspond with HC partners, FE Service Coordinators, and site property managers to create quarterly program schedules
- Implement certain activities, e.g., brain games, social gatherings
- Attend certain activities, e.g. certain partner activities, new class and/or instructor
- Assist with program development
- Assist with outreach, e.g., reminder phone calls, flyers and oversee distribution
- Assist with creating outreach materials, e.g., flyers, sign-up sheets
- Collaborate with HC Program Manager to develop a program promotion plan and participate in activities to promote plan as needed
- Serve as ambassador for the HC Onsite program, engaging with residents to increase participation and working with resident groups, e.g., attend resident council meetings
- Handle HC Onsite Resident Ambassador program, e.g., recruit and train resident ambassadors, track their hours, coordinate incentives
- Handle HC Onsite participant rewards program, e.g., printing and distributing rewards cards, tracking rewards cards received, coordinating rewards distributed to participants
- Work closely with FE Service Coordinators to ensure shared program policy is carried out
- Coordinate special projects and pilot programs as assigned, e.g., digital literacy, intergenerational
- Ensure data tracking is implemented and conducted in accordance with departmental Well-Being/agency strategies and funder reports
- Document tasks in agency database and shared documents as assigned
- Handle client issues outside programming, e.g., occasional case work, I&R
- Attend community outreach fairs as needed
- Assist with program surveys as needed
- Assist with tasks and projects as assigned
- Work to create a welcoming, inclusive, and equitable environment for program participants
- Maintain positive professional relationships with clients, staff, and community partners

**Education and/or Work Experience Requirements:**

- Bachelor’s degree in social or human services, or related field; or equivalent combination of education and experience
- Two years of experience working with older adults in various settings
- Experience with program development and coordination, scheduling, community engagement; working in client-centered roles
- Proficient in Microsoft Suite (Word, Excel, Outlook, Teams) and Google (Gmail, Drive); experience with Canva a plus
- Bilingual in Spanish preferred

**Working Conditions/Physical Requirements:**

- Work duties may occur in a hybrid setting depending on program demands and deadlines. Job duties will mostly be split at the following locations: Family Eldercare’s Rutherford office, Family Eldercare’s Service Coordination sites, and a home office setting.
- While there will be a lot of time spent at the Family Eldercare Service Coordination sites attending activities and conducting outreach, a significant amount of time will also be spent on the phone and computer with clients, partners, and other program contacts.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

**Competencies:**

- Strong organizational skills with high attention to detail
- Effective interpersonal and client-centered communication skills
- Ability to assess the needs of clients and provide thoughtful and appropriate support
- Ability to work in the community and speak with clients and professionals in individual and group setting, e.g., presentations
- Ability to meet program goals and performance objectives
- Ability to develop productive relationships with coworkers, clients, and program partners
- Ability to work independently and as a team member, organize work efficiently, and prioritize response to changing needs of the program with moderate supervision
- Ability to interact in a positive manner in person, on the phone, and through electronic devices
- Ability to communicate and work with people of diverse backgrounds and abilities
- Ability to make constructive use of professional supervision

**Acknowledgement and Review:**

By signing this job description, I acknowledge that  I meet the qualifications, and am able to perform all job functions, duties, and responsibilities with or without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print employee name:

Employee signature:

Date: