



POSITION ANNOUNCEMENT
Community Living Services (CLS) Program Coordinator

[Region 10](#) is seeking candidates to help us further our mission of serving the communities in our six-county region and helping to support and expand our services for older adults. Region 10's Community Living Services includes programs for the Area Agency on Aging, Senior Volunteer Program, Information and Resources, and other services to enable older adults to remain and thrive in their community.

This full time, exempt position works with the CLS (Community Living Services) Director in the planning, delivery, and reporting of services for older and disabled adults throughout Region 10 and reports directly to the CLS Director.

Duties and Responsibilities Include:

- Coordinate and supervise the State Health Insurance Program (SHIP), Senior Companion & Senior Volunteer Program (RSVP) staff, contractors and volunteers, assigning work activities and providing information.
- Coordinate Older/Disabled Adults Resource Center (ADRC) program requirements for subcontractors, state, and community organizations and provide information and referral services.
- Organize and facilitate program meetings, trainings, provide information, and manage communications.
- Manage application process, documentation and required reporting for program grants.
- Develop knowledge of local resources for older adults in the region and be able to provide referral information and assistance as needed.
- Build and maintain effective relationships with local partners, subcontractors, local, state, and federal organizations.
- Assist CLS Director or other team members with special programs as needed.
- Provide information and updates to maintain the SHIP, Senior Companion, and RSVP program sections of the Region 10 website.
- Performs other related duties as assigned by CLS Director.

Successful candidates will be able to demonstrate the following skills and experience:

- Share Region 10's mission and have a strong desire to provide access to services for older adults in our community, with a focus on underserved populations including lower-income, isolated and minorities.
- Demonstrate success in development and implementation of programs to serve older adults.
- Experience in working with government agencies and non-profit organizations. Prior experience in preparation of financial reports, budgeting, and grant compliance is preferred.
- Strong service, organizational, leadership and supervisory experience, including relationships with outside organizations and agencies.
- Excellent verbal, written communication, and presentation skills.
- Self-motivated, demonstrate initiative, and adhere to high ethical standards.
- Work effectively with other staff members and work well in a busy environment.

Statement of Qualifications

- Bachelor's Degree in a related field or equivalent experience with administrative or volunteer management experience required.
- Working knowledge of local, state, and federal policies, regulations, and reporting requirements for older adult services.
- Must be proficient with Microsoft Word, Excel, and PowerPoint or equivalent software products.

Other

Position requires travel throughout the six-county service area, the State of Colorado, and nationally. Infrequent overnight travel is required. Access to a personal vehicle and the ability to drive a vehicle in all weather is essential.

Functional Attributes

Physical Demands: Position requires light lifting, stooping, reaching, handling, talking, hearing and visual depth perception. Extensive use of desktop and laptop computers and the phone is required.

Mental Functions: Position requires comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing, and interpersonal skills.

Environmental Conditions & Physical Surroundings: Position requires work in a comfortable office environment and does not involve working in dangerous environmental conditions or physical surroundings.

Hazards: Position does not involve working with identified hazards.

CLS Program Coordinator Salary Range: \$48,000 - \$58,000 depending on experience

Region 10 is an Equal Opportunity Employer offers competitive compensation and benefits, including paid vacation (15 days/year based on FTE), holiday (11 days) plus sick leave, health

insurance (health, dental and vision covered 100% for employees working 32+ hours/week) and retirement (match up to 5% for employees working 24+ hours/week) as defined in the personnel policy.

To Apply:

Send your resume, three professional references and a cover letter stating why you believe you are a good fit for this position to: applications@region10.net. Please include "CLS Coordinator" in the subject line.

Region 10 League for Economic Planning and Assistance is a quasi-government nonprofit organization based in Montrose, Colorado (with offices in Gunnison and Olathe) which serves seniors, businesses, and communities in a six-county region, including Delta, Montrose, Gunnison, Hinsdale, Ouray, and San Miguel counties. Learn more about Region 10 at www.region10.net

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