

**Community Health & Wellness Programs Coordinator**

**Job Description**

Provides Coordination of all Community Health & Wellness Programsfor the Area Agency on Aging of Central Texas. Work involves networking, volunteer recruitment and coordination Community Health and Wellness Programs as well as caregiver support group and education.

**STATE CLASSIFICATION JOB DESCRIPTION:**

Human Services Specialist IV, Class Code 5703, Salary Group B14

**SALARY RANGE: $36,144 to $44,134**

**EXAMPLES OF WORK PERFORMED**

* Responsible for overall management of the Community Health & Wellness education services.
* Ensure that programs meet or exceed HHSC contract obligations (number of classes, number of enrollments, number of course completers)
* Ensure that programs meet or exceed SUSTAIN Grant obligations (number of classes, number of enrollments, number of course completers, submission of required reports, participation in team collaboration).
* Attain Master certification in Evidence Based Intervention programs within 12 months of hire to teach curricula offered such as – A Matter of Balance , Chronic Disease Self-Management Program, Diabetes Self-Management Program and Powerful tools for Caregivers .
* Receive necessary training/certification to coordinate caregiver support groups and education.
* Develop resources to ensure adequate number of certified lay-leader coaches for all classes including initial certification, updates and engagement in team-building activities.
* Develop marketing/awareness tools to build community interest in classes.
* Develop community/agency networks to develop partnerships and raise awareness of available services.
* Submit all needed data/information reports to leadership.

EXPERIENCE AND EDUCATION

Experience in human services work. Graduation from an accredited four-year college or university with major coursework in human services, social science, educational training, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

* Knowledge of health and wellness programs .
* Skill in educational training or facilitating classes.
* Ability to convey information to clients and interested parties, and to promote awareness.

***Please submit Via Email:***

1. Resume and
2. Completed [Central Texas Council of Governments job application](https://web.archive.org/web/20190428150353/https%3A/ctcog.org/wp-content/uploads/2014/01/Employment_Application_Form-Revised-07.06.16.pdf) to:

Jeannie Skarosi

Executive Assistant

Central Texas Council of Governments

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Position is open until filled.