

# **Job Description**

## **Manager Older Adult Isolation Project Manager**

### **United Way of Lackawanna and Wayne Counties**

*The purpose of the this full service United Way is to improve the quality of life of the people of Lackawanna and Wayne Counties and surrounding communities by serving as a catalyst for community problem solving and by conducting an efficient, encompassing, volunteer fund-raising effort to positively impact the community's most compelling social problems.*

#### **General Description**

The United Way of Lackawanna and Wayne Counties (UWLWC) is seeking a career oriented dynamic individual to serve as the Older Adult Isolation Project Manager. This position supports and advances the UWLWC's mission of improving lives by managing the implementation and evaluation of a community collaborative plan with 27 local partners.

The three specific areas addressed in the plan included:

- Development of a single shared screening tool that will be used by all community partners to identify older adults who may be in a high-risk possibility of isolation.
- Development of a program for "trained navigators" as a one-stop resource (using information garnered from the screening tool), whose responsibility will be to connect identified older adults to services and supports to reduce isolation.
- Development of a public awareness campaign to introduce the problem/avenues for help to
  - 1) the community at large, 2) caregivers (including health care providers), and 3) individual seniors.

The building and sustaining productive relationships with local non-profits is essential in this position.

#### **Older Adult Isolation Project Manager Responsibilities:**

- Reports to Vice President of Community Impact.
- Implement the Older Adult Isolation plan
- Help recruit, train and manage volunteers and provide support to them in their outreach work.
- Implement a Volunteer training program as well as an evaluation for project
- Establish working relationship with collaborative partners.
- Responsible for all reporting on project
  
- Where possible grow programs that address community needs.
- Represent United Way positively in the community.
- Other duties as assigned

**Qualifications:**

- Bachelors Degree in social service, business, health administration, public administration
- 1-2 years of experience preferred

**Required Skills:**

- Must be able to work as a team.
- Ability to interact and manage Older Adult Volunteers.
- Good knowledge of community resources.
- Ability to establish supportive relationships with Older Adults
- Self- starter/multi-tasker
- Ability to manage various established deadlines
- Ability to work flexible hours as needed
- Ability to work with diverse groups
- Ability to use basic office computer software and willingness to learn new systems as needed.
- Ability to analyze community needs and innovative solutions to address those needs.
- Good verbal and written communication skills.

Interested applicants should contact Peg Kopko at 570-343-1267 ext. 225 or email [pkopko@uwlc.net](mailto:pkopko@uwlc.net).