

COORDINATOR OF OLDER ADULTS' SERVICES JOB DESCRIPTION



SCOPE OF WORK

The Coordinator of Older Adults' Services is a full-time, nonexempt position, reporting to the Manager of Older Adults' Services at The LGBTQ Center Long Beach (The Center). The person in this role must be energetic, creative, and forward-thinking. This position is responsible for developing, organizing, and implementing a full schedule of activities and events for participants.

The person in this role must have outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ older adults), and excellent interpersonal skills. This individual will be required to work evenings and weekends for special events and social support programs. The Coordinator of Older Adults' Services will be required to attend continuing education, trainings, seminars, in-service trainings, and other professional development opportunities to stay abreast of relevant literature and to maintain familiarity with trends/changes in public health, and older adult services.

I: FUNCTIONAL RESPONSIBILITIES

A: Administrative

1. As needed, participate in team/department, interdisciplinary and staff meetings.
2. As needed, assist with revision of program materials (i.e., policies and procedures, manuals, intake forms, brochures, etc.).
3. Maintain an accurate/updated list of program participants.
4. Monitor and track all activities to provide accurate and timely reports to funders.
5. Assist with the identification, recruitment, training and supervision of interns and volunteers.
6. Collaborate with other programs at The Center, and other relevant partners to coordinate appropriate client referrals.
7. Other duties as assigned.

B: Program Coordination

1. Support the planning and implementation of social events and activities.
2. Create innovative strategies and tools to increase and maintain engagement and attendance across program activities.
3. Use appropriate tools to onboard clients into relevant programs and services.
4. As needed, provide technology training/support to program participants interested in accessing services/activities online.
5. Use effective outreach strategies to reach older adults.

C: Case Management

1. Assist in case management activities, using a client-centered/trauma informed approaches.
2. Use an electronic database to document clients' access to program and services.
3. As needed, maintain (identify/update) the older adult resource guide.
4. As needed, monitor intake phone line and electronic correspondence.

II: MINIMUM QUALIFICATIONS

- Undergraduate (4year) degree from an accredited institution of higher learning in Human Development, Psychology, Gerontology, Public Health, or Social Work.
- At least two (2) years of progressive professional experience working with older adults.
- At least one (1) year of progressive professional experience working with vulnerable individuals.
- Ability to pass FBI background check.
- Must have access to reliable transportation, a valid driver's license, and a driving record that will support The Center's liability insurance provider.

III: PREFERRED QUALIFICATIONS

- Graduate (Masters) degree in Social Work from an accredited institution of higher learning.
- Bilingual/fluent (can read, write, and speak) in Spanish, Khmer, ASL.

IV: COMPENSATION

- The hourly rate for this position is \$21.
- Other benefits include (medical, vision, dental, vacation, holidays, 401K with employer contribution)
- Optional benefits include (critical life/illness and legal insurance)

V: EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its hiring practices and activities. All employment decisions shall be made without regard to any of these characteristics.

VI: HOW TO APPLY

- Submit a cover letter and resume to eperez@centerlb.org.

ONE IN LONG BEACH, INC
dba THE LGBTQ CENTER LONG BEACH
EMPLOYMENT APPLICATION



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INSTRUCTIONS:

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application to **Ellie Perez, Interim Executive Director** at eperez@centerlb.org.

PART I: CANDIDATE'S INFORMATION

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

PART II: PREVIOUS EMPLOYMENT WITH THE CENTER

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	FROM:	TO:		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER

Have you ever received any services at/from The Center?

☐ Yes☐ No

DATE(S):

☐ One time

FROM:

TO:

PART V: AVAILABILITY

For which position are you applying?

What type of work are you seeking?

☐ Full time☐ Part-time☐ Temporary

On what date can you start?

Please use the spaces below to write which days and hours you are available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

If needed, can you work overtime?

☐ Yes☐ No**PART VI: EDUCATION**

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+

Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

PART VII: JOB RELATED SKILLS

Language skills: Are you fluent (speak, write, read) in any other language other than English? *If so, please describe below.*

☐ Yes☐ No

Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.

Have you read the job description?

☐ Yes☐ No

Do you understand the requirements of the job?

☐ Yes☐ No**PART VIII: EMPLOYMENT HISTORY**☐ **I am still working for this employer**

May we contact employer?

☐ Yes☐ No

Employer's Name

City/State

Phone

Position/Job Title

Supervisor's Name

Dates of Employment

From:

To:

Duties/Responsibilities

Reason for leaving

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

PART IX: PROFESSIONAL REFERENCES

Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

ACKNOWLEDGMENT**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature _____

Date _____