

JOB VACANCY FOR TEMPORARY EMPLOYEE

- Position Title:** Project Manager – Well Check Program for Ohio Medicaid Managed Care members residing in Assisted Living Facilities.
- Classification:** Part-time
- Goal:** To provide targeted training and implementation support to Ohio Medicaid managed care plans telephonic friendly visiting program that addresses social isolation among members residing in assisted living facilities.
- Program duration:** Temporary (5 months or until program is terminated)
- Job Duties:**
- Coordinate with Ohio Area Agencies on Aging to identify assisted living facilities in their region who would most likely have Medicaid managed care members residing there and who might benefit from some assistance with socialization. Develop communication materials that managed care plans send out to the managers of the assisted living facilities that have been identified. Develop training curriculum, trainers/faculty (as needed) and provide video conference training sessions for volunteers. Conduct training sessions with the volunteer participants identified by the managed care plans. Utilize **pre and post** survey questions for the volunteers to use with the assisted living members. Handles confidential information in accordance with agency policies; maintains an effective record keeping system; completes and submits work within established time frames. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Perform other duties as assigned.

Authority and Relationship: This position reports to the Director of RSVP.

Position Qualifications: Bachelors Degree in social service, sociology, gerontology, or related field preferred. Consideration may be given for work experience. Minimum of two years' experience working with volunteers and/or older adults required. Knowledge of community resources desirable. Excellent verbal and written skills needed. Computer proficiency required.

Reliable transportation, insurance, valid driver's license and the ability to satisfactorily undergo a Motor Vehicle Record check (MVR), FBI/BCI background check and drug screen.

<p>Submit resumes to: Samuel H. Hancock Ed.D. Vice-President of Human Resources Area Office on Aging of NW Ohio, Inc. 2155 Arlington Avenue Toledo, Ohio 43609</p>	<p style="text-align: center;">Or jobs@areaofficeonaging.com</p> <p><i>This description is intended to indicate the kind of tasks and level of work difficulty required of the position. The title of this job shall not be construed as declaring the specific duties and responsibilities of the position. This position description and/or job vacancy notice is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned.</i></p>
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