

WE ARE HIRING

PROGRAM SPECIALIST

Job Description

Under the supervision of the COO, the Program Specialist has a diverse role that includes assisting people in a variety of ways who request services and assisting with processing and monitoring grants. The Program Specialist must be willing to become certified in Adult Protective Services, the Senior Health Insurance Program, among a variety of other programs.

Education and Experience

- Bachelor's degree in Human Services related field
- Experience with providing services for older adults, caregivers, elder rights, and/or long-term care is preferred
- Must be able to perform all job duties in a timely and professional manner, ensuring confidentiality of information regarding programs and program participants.
- Attention to detail is a must.

Benefits

- Health, Dental and Vision Insurance
- Life Insurance
- Paid sick time
- Paid Vacation and Personal time after probationary period
- 401K with employer match after 1 year of employment
- Most State holidays off

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description visit our Careers Page:
www.agelinc.org/careers

Send Your Resume:
caustin@agelinc.org

