

# NOTICE OF JOB OPENING

## GRANT FUNDED POSITION

Posting Begins	August 4, 2022	Posting Ends	August 17, 2022
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Position Title	<b>PROGRAM SPECIALIST</b>
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Department	Area Agency on Aging	Division	
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	849 N 47 <sup>th</sup> St, Suite C
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**BRIEF JOB DESCRIPTION:** The Wyandotte/Leavenworth Area Agency on Aging and Disability Resource Center (ADRC) is the community single point of entry for all services regarding and relating to senior adults and individuals with disabilities residing in Wyandotte and Leavenworth Counties. The primary function of this position is to serve as the Information/Referral/Assistance Specialist for the agency to the community at broad and to serve as an advocate to identify and improve services as reported by the community. Such services may include housing options, transportation, assisted living, attendant care services, respite care, case management, and any other needs specific to the service area. This position will serve as the initial point of contact for customers and their caregivers seeking information and assistance. Responsibilities will include tasks to ensure service delivery under the Area Agency on Aging and Disability Resource Center is performed as outlined in state contracts for all programs administered under the agency's umbrella. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** Associate's Degree in gerontology, nursing, health, social work, counseling, human development, or family studies and one year of experience in the geriatric service field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; Bachelor's Degree is preferred. Knowledge of community resources, ability to communicate and work well with the public; and ability to travel locally on a daily basis or overnight to trainings as needed are also preferred. Valid Kansas Driver's License and use of a personal insured vehicle is required. Must have basic office computer and software knowledge.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$16.17-\$20.58/hr.	PI #	6029	Class. Code	1416
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**

*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*