JOB DESCRIPTION

Education & Development Coordinator

REPORTS TO: CRC Program Manager and Executive Director

FLSA STATUS: Non-Exempt

POSITION SUMMARY
Under the direction of the Program Manager, the responsibility of the Education & Development Coordinator is to ensure that the Education and Development of Valley Caregiver Resource Center is provided to the agency and the community in an efficient and effective manner, in accordance with Valley Caregiver Resource Center (VCRC) policies, procedures and contract requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in the development and operation of a coordinated caregiver education and training program.
- Plan, coordinate and host caregiver workshops within 9-county service region, including caregiver education funded by the National Family Caregiver Support Program, Older Americans Act, Title III E funds from local Area Agencies on Aging (AAA) and Department of Health Care Services. Travel to/from caregiver training workshops within the 9-county service region, occasionally on weekends and evenings to meet the needs of clientele is required.
- Prepare and present workshops on related caregiving topics.
- Assist with the development of an outreach/awareness program including public speaking.
- Express the concept of Valley Caregiver Resource Center to provide outreach and community presentations.
- Assist in completion of monthly reports, as well as the development of service contracts, and community contacts which support service goals.
- Collaboration with support groups and/or technical support for existing groups and facilitation of support groups as needed.
- Develop content for agency newsletter.
- Oversee and collaborate updates to agency website, www.valleycrc.org with Outreach Specialist.
- Communicating with providers, family members and caregivers, and professionals regarding the VCRC agency.
- Co-ordinate bi-weekly informational in-services with the CRC family consultants and Program Manager.
- Plan, coordinate, and host local Spanish and English Caregiver conferences.
- Identifies service gaps through needs assessment processes as well as through outreach, networking and other community-oriented activities.
- Provide presentations on local television, social media, websites and radio stations.
- Implement and host virtual classes.

NOTE: These statements are intended to describe the general nature and level of work being performed by employees in this position, and are not to be construed as an exhaustive list. In addition, they do not establish an employment contract, as employment with Valley Caregiver Resource Center is always at-will.
OTHER RELATED DUTIES

- Participate in planning annual fundraiser event, if requested.
- Other projects and duties as requested.

ORGANIZATIONAL ACCOUNTABILITIES

- **Mission:** Shares in and displays a commitment to the mission and philosophy of Valley Caregiver Resource Center in providing excellent internal and external service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication, and compassion, and are in the best interests of the Center, its staff, and the community.

- **Integrity and Trust:** Is widely trusted and seen as truthful; presents the facts in an appropriate and professional manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

- **Teamwork:** Demonstrates ability to work harmoniously with others to get a job done. Attitude promotes positive work environment; respects others; resolves issues and conflicts. Communicates effectively with team members and provides constructive suggestions to improve team performance.

- **Leadership:** Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; takes on challenging or difficult assignments. Inspires excellence and commitment in others.

- **Planning:** Determines resources and actions required to accomplish objectives. Sets priorities and manages time effectively to meet deadlines and follow through on commitments. Identifies potential problems and opportunities and works with supervisor to plan contingent actions, as appropriate.

- **Attendance and Reliability:** Consistently adheres to scheduled work hours, and is flexible to change work hours when requested. Follows established procedures for reporting absences and requesting time off.

QUALIFICATIONS

*Education*

- High school diploma or equivalent required.
- Bachelor’s Degree in social services, education, or related field preferred
Skills and Experience

- Minimum 2 years’ experience in Case Management, Gerontology or a related field.
- Experience in a non-profit organization preferred.
- Skill to prepare and present reports in a clear and concise manner.
- Ability to manage and prioritize multiple tasks under deadline pressure.
- Highly organized and accurate with attention to detail in all areas of work.
- Ability to maintain confidentiality of VCRC, staff and client information.
- Strong skills in Microsoft Word, Excel, and Outlook.
- Strong electronic, verbal and written English skills to communicate with supervisor, employees, clients and community members.

Licenses and Certificates

- Must possess a valid California Drivers License and insurance is required.
- Must be willing to travel locally and out of town.
- Completion of a successful background check will be required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding.
- The employee must regularly lift and/or move up to 15 pounds on occasion.
- Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Acute hearing is necessary for telephone and in-person communication with staff, customers, and vendors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position typically functions indoors in an office environment.
- The noise level in the work environment is light to moderate, associated with business office equipment.
- Occasional local travel may be required.

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ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification by my supervisor with or without notice. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: ___________________________ Signature: ___________________________ Date: ______________

Executive Director: ___________________________ Signature: ___________________________ Date: ______________

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