

# RUFTY-HOLMES SENIOR CENTER

Serving Rowan County, NC Older Adults

www.ruftyholmes.org

1120 S. MLK Jr. Ave, Salisbury, NC

704-216-7715

## JOB OPENING

*Rufty-Holmes Senior Center serves over 4,000 Rowan County Older Adults, providing Fitness & Wellness classes, Lifelong Learning, Trips, area Lunch Clubs and Outreach Services. The Facility includes a fitness gym, indoor aquatic pool, meeting rooms, café, offices.*

### **Aging Transitions Manager**

This is a full-time professional management position responsible for coordination and supervision of a comprehensive information & assistance program for Rowan County older adults. This position supervises volunteers who assist individual older adults; works with caregivers and family members and is responsive to the community concerning services available for older adults. This position is FLSA non-exempt and works under the direction of the RHSC Executive Director.

#### **Responsibilities:**

Provide resources and assistance available to Rowan County older adults and those who assist them  
Coordinate Rowan County SHIP (Sr Health Insurance Information Program), Family Caregiver Support program, AARP Tax-Aide appointments, visiting professionals' appointments, other grant-funded programs  
Complete and document Client assessments, information and data, and reports as needed  
Speaking engagements and presentations to inform and educate on services available

#### **Qualifications:**

Bachelor's degree from an accredited college or university in a human service field  
Prior experience and knowledge in community outreach helpful, especially Rowan County  
Certifications in SHIP, Options Counseling, HPDP, Building Better Caregivers Instructor training a plus  
Proficiency in use of a computer and related software, as well as video conferencing  
Ability to relate well with other staff, volunteers, older adults, and the general public  
Ability to work independently with completion of tasks in an acceptable time frame  
Valid NC Driver's License, mileage reimbursement provided

**Benefits:** health insurance, paid time off, 403b matching funds, use of Center's fitness facilities.

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**To Apply:** If interested, or know someone who would be great for this position;

**Please submit a resume to:** [director@ruftyholmes.org](mailto:director@ruftyholmes.org)

Or mail or drop off to: 1120 S. MLK Jr. Ave., Salisbury, NC 28144

**Application Deadline August 7, 2020**