Position: Director of Elder Services

Position Type: Full time, Exempt

Pay Range: Annual Salary - $55,000-$60,000 based on qualifications and experience.

Benefits Include: PTO, Health Insurance, Dental Insurance, Life Insurance, Short term disability, Long term disability, and 403(b)

Reports To: Chief Operating Officer

General Description:

The Director of Elder Services is a full-time salaried position responsible for older adult outreach and the daily facilitation of older adult programs. The Director supervises program staff and volunteers, including program facilitators from partnering agencies, and is responsible for the overall development and management of The Center's program for LGBTQ older adults. This includes administrative duties, management of staff, volunteers and interns, community outreach and partnerships, public speaking, compliance with grant requirements, monthly program offerings, and counseling older adults in crisis. This position requires skills and background in gerontology, crisis intervention, counseling, excellent written and oral skills, knowledge of common health concerns associated with aging, including HIV prevention/intervention, knowledge of the issues specific to gay, lesbian, bisexual, and transgender aging, and awareness of and relationship with community services available and appropriate to older LGBTQ individuals. This position requires effective communication skills and works closely with all Center staff. This is not a clinical counseling position.

Duties and Responsibilities:

Supervision:

- Coordinator of Elder Services
- Student social work interns
- Volunteer group facilitators

Grant Administration, Program Evaluation, Data Collection:

- Assist with the implementation and evaluation of programs and services to fulfill reporting and tracking requirements
- Oversee various data collection methods for program participants and volunteers, among others

Fundraising/Budget Management:
• Work with the Vice President of Development & Communication, to help identify new funding sources
• Work with the Chief Operating Officer to help identify funding needs and priorities
• Organize and facilitate all program events, including but not limited to, annual holiday luncheon, and SAGE of the Rockies area at PrideFest, to ensure events meet relevant targets
• Assist with the generation and management of the program’s annual budget

Clinical Management:

▪ Crisis intervention as needed with older adults at a safe location, with referral to and consultation with appropriate resources as indicated
▪ Facilitate and/or oversee all program support groups and keep the Chief Operating Officer informed of any clinical interventions required

Community Involvement:

• Develop appropriate relationships with older adults, encourage participation in activities and ensure all feel welcome and respected
• Participate on various coalitions and committees relevant to LGBTQ older adults
• Develop and sustain ongoing relationships with local, regional and national senior serving organizations to maintain engagement, program referrals, outreach and educational opportunities
• Provide ongoing training in competent care for LGBTQ older adults and service providers throughout the community
• Oversee, coordinate and/or participate in all relevant outreach events
• Provide senior centric audiences, such as assisted living facilities and senior care centers, with information about program activities, resources and events as requested

Communication/Marketing:

• Contribute content for program newsletters, website, board reports and other collateral material
• Represent The Center and The Center’s SAGE of the Rockies older adult program at resource fairs, community and other outreach events in a professional manner
• Organize educational and informational workshops
• Participate in regular meetings with Center staff and the program team

Qualifications:

• Advanced degree in Social Work or similar discipline
• Minimum three years professional experience with crisis intervention, case management, program development and community outreach
• Minimum three years professional experience working with older adults
• Experience working with older adults in a community setting
• Professional, non-profit experience and willingness to work as part of a collaborative team
• Professional experience with the LGBTQ community preferred
• CPR and Mental Health First Aid certified preferred, or willingness to become certified within 3 months of hire
Working Conditions:

- Responsible for the safety and security of the physical plant and online platforms
- Maintain general upkeep of SAGE of the Rockies materials and equipment
- Occasional evening and weekend work as required
- Ability to work remotely, in the office or off-site in community locations as necessary.
- Work in a loud, fast-paced and continually evolving environment
- May work in outside areas
- Occasional lifting up to 35 lbs. with reasonable accommodations
- Frequent giving, receiving and analyzing of information
- Frequent talking, writing, walking, standing, bending and stooping
- Frequent use of computers, Microsoft Office Suite and video conference equipment and software
- Knowledge of Salesforce preferred.
- May involve some travel in and around the Denver Metro area, annually as required
- Expected to work extended hours as needed
- Must be available to work PrideFest weekend every June

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, duties, requirements or working conditions. While this is intended to be an accurate reflection of the current position, leadership reserves the right to revise the job or to require additional or different tasks be performed as assigned. Additional duties as assigned.

How to Apply:

Please send a cover letter, summarizing your skill set and desire to work at The Center, along with your resume to knichols@lgbtqcolorado.org. No phone calls.

Closing Date:

Monday, April 19, 2021 at 5pm.

For information on The Center on Colfax, visit our website at www.lgbtqcolorado.org.

The Center on Colfax is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. The Center that believes in developing and supporting a diverse workforce.