

Job Title: Area Agency on Aging Operations Manager

Organization: Permian Basin Regional Planning Commission

Location: Midland, TX

Closing Date: June 1, 2022

Position Summary

Job Description:

- Compiles and maintains program performance and expenditures; provides updates to management and staff as necessary.
- Provides data management and related activities related to the direct purchase of service, service authorization, and document verification to support the provision, tracking and reporting of nutrition and transportation services.
- Conducts annual on-site quality assurance reviews of nutrition providers ensuring compliance with applicable regulations, policies and procedures.
- Conducts annual client satisfaction surveys.
- Identifies training needs and provides training/technical assistance to contractors to comply with policies, procedures, rules, regulations, and related contract requirements.
- Maintains contractor agreements through an annual open enrollment and application process.
- Serves as liaison for the Aging Advisory Council through the maintenance of member rosters, written and verbal communications with members and records/transcribes minutes of quarterly meetings.
- Assists in monitoring program fidelity to ensure staff activities comply with applicable project deliverables and fulfill the terms of current contract.
- Assists in communicating program technical assistance to staff and contractors as necessary.
- Provides support and collaborates in the planning, development, implementation, analysis, and documentation of the AAA's Area Plan.
- May coordinate program activities with contractors including state agencies, governmental jurisdictions, or private sector partners.
- May travel for related meetings, trainings, conferences, or seminars.
- Maintains strict client confidentiality, whether such data is electronic or otherwise.

How To Apply: Visit pbrpc.org and view complete job description. Fill out application. Email to chenderson@pbrpc.org.