



SODA

**SOUTHERN OKLAHOMA
DEVELOPMENT ASSOCIATION**

JOB ANNOUNCEMENT AREA AGENCY ON AGING OUTREACH SPECIALIST

The Southern Oklahoma Development Association (SODA) seeks a highly motivated, self-starting professional to fill the position of Area Agency on Aging Outreach Specialist. This position would begin as soon as a qualified candidate is identified. The SODA Area Agency on Aging Services is the focal point for a comprehensive system of programs and services for older adults in the ten-county SODA service area in south central Oklahoma.

Position Description

Under general supervision of the AAA Director, seeks out and identifies individuals over 60 years of age and assists them in gaining access to needed services, especially targeting those who are frail, isolated, low-income, and minority. Some travel throughout the SODA 10-county region is necessary to perform the duties of the position.

Duties and Responsibilities

- Conduct in-home and/or telephone assessments and deliver social services in the form of new participant registration and referral for potential clients in SODA region.
- Review participant referrals from aging network, including Title III programs and other local providers, and outside sources such as self-referrals or family referrals.
- Make referrals for home and community-based services suitable to the participant's unmet needs and desires.
- Prepare participant assessments, Title III referrals, and other pertinent information into information management database.
- Prepare participant files and maintain all records of Outreach required by program.
- Provide public information activities to share information about resources, agencies, and programs that are available to seniors in their area and link seniors to appropriate services.
- May also conduct assessments and reassessments for home delivered meals and referrals to other services.
- Assist with operations of other related AAA programs including Masonic Grant Program, Medicare Counseling, and CENA.
- May conduct site assessments and project assessments at facilities in the SODA region.
- Participate in continuing education opportunities regarding aging issues and resources
- Answer phone and perform AAA Intakes as needed
- Perform other related duties as assigned.

Qualifications and Preferences

- High school diploma is required and some experience or training in human/social services and/or with aging adults is preferred.
- Knowledge of and ability to use public and private community, state, and federal resources.
- Skills in communication and interpersonal relationships.
- Ability to work with the elderly and target population groups of the elderly preferred and independently within established guidelines and procedures.
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Proficiency in verbal and written communication skills and demonstrated ability to work in a team structure with diverse groups of people.
- Driver's license

SALARY RANGE

- \$30,000 - \$35,000 starting salary based on education and experience

To apply, please mail or email a cover letter outlining qualifications and a detailed resume to Brenda McCarty, SODA Human Resources, P.O. Box 709, Durant, OK 74702-0709 or bmccarty@soda-ok.org.

SODA IS AN EQUAL OPPORTUNITY EMPLOYER