



# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Senior and Disability Services Program Director

### Job Announcement

#### ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a Senior and Disability Services Program Director. Under the umbrella of the Rogue Valley Council of Government's designation as the AAA (Area Agency on Aging) for Jackson and Josephine Counties, this position provides organizational management and leadership of the Senior and Disability Services Program and develops and implements policies and procedures for a comprehensive service delivery system for seniors and persons with disabilities in the region, including Older Americans Act (OAA), Oregon Project Independence (OPI), Aging and Disability Resource Connection (ADRC), and other state and federally funded activities.

**Hours:** Full-time, 40 hours per week, Monday through Friday.

**Starting Salary:** \$5,438 – \$6,332 per month, depending on experience and qualifications. The top of the salary range is \$7,802 per month; exceptionally qualified candidates may be considered in the higher steps of the salary range.

**Benefits:** Holiday, vacation and sick pay, and medical/dental/vision insurance are available on the first of the month following hire. Upon successful completion of the six-month trial service period, employer-paid life and long-term disability insurance, HRA contributions, and 401(a) contributions also become available.

#### THE PERSON

The ideal candidate possesses extensive knowledge of program development, implementation and monitoring processes and an in-depth understanding of social service programs for seniors and adults with disabilities. The candidate also demonstrates a history of effective advocacy at federal, state, and local levels as well as the ability to proactively collaborate and build a team-oriented working environment resulting in delivering consumer services that provide independence and the best quality of life. In addition to being a leader in program innovation, the ideal candidate will have strong financial management skills, including budgeting, forecasting, and analyzing and interpreting financial statements. To achieve program goals the candidate will also have excellent planning, organizational, and decision making skills that focus on efficiency, effectiveness, time management, and the strategic use of organizational resources.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Bachelor's degree in public administration, business administration, organizational management, human services, or related field, with a Master's degree preferred.
- **Experience:** A minimum of 6 years of managerial experience, preferably in an organization providing human services.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

#### APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](#) at [www.rvcog.org](http://www.rvcog.org). **A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.** This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

