

Diane Cox
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Aging Specialist – Kerr-Tar Regional Council of Governments

Kerr-Tar Council of Governments (KTCOG) is currently seeking energetic, self-motivated, and detail oriented candidates for the position of **Aging Specialist** to work in the Area Agency on Aging department.

THE ORGANIZATION:

KTCOG is a regional governmental agency for the five-county region of Franklin, Granville, Person, Vance and Warren Counties. KTCOG is organized into three departments: Workforce Development; Economic Development and Regional Planning; and the Area Agency on Aging (AAA).

Area Agency on Aging (AAA):

The KTCOG AAA works with the region's older adults, caregivers, services providers and community leaders to deliver information, options and services to support the well-being of adults age 60 and over.

POSITION DESCRIPTION:

The **Aging Specialist** performs outreach, oversight and administrative work within the aging department. The Aging Specialist plays a critical role in the region's aging support work. Work includes: providing direct services via partnerships with community based organizations, teaching health promotion classes in the community, providing information and outreach, participation in community events, support of services performed by external contractors, administrative and programmatic support to the director. It is a dynamic and varied position that would be an excellent fit for a person who is familiar with and enthusiastic about older adult services, and enjoys engaging with individuals and groups.

QUALIFICATIONS:

- Experience required. An individual experienced in the human services field, senior center, senior community or related area is preferred.
- Graduation from an accredited four year college or university preferable with a major in human services or related field with specific course work in gerontology and experience working with older adults.
- Equivalent combination of education and experience may be considered.
- Must possess critical thinking skills, the ability to work independently and with a team. Must be outgoing, curious about others, enthusiastic, resourceful. Must be organized, detail-oriented, and possess excellent written and verbal communication skills. Must be able to manage multiple competing priorities.
- Proficient in Microsoft Office: Word, Excel and PowerPoint. Ability to learn and use database to track goods and services.

This position is open until filled. Please email a cover letter, resume, and references to info@kerrtarco.org. The Kerr-Tar COG is an Equal Opportunity Employer.