



468 New Market Boulevard Boone North Carolina 28607

**Title:** Special Projects Assistant

**Type of Position:** Full Time/Regular

**Department:** Area Agency on Aging

**Revised:** July 2020

**General Statement of Duties:**

The High Country Area Agency on Aging's Special Projects Assistant assists the Director, Family Caregiver Support & Health Promotion Coordinator and Compliance Officer with planning, development, and enhancement of programs and services that meet the needs of older adults and family caregivers related to the COVID-19 Pandemic.

**Distinguishing Features of this Class:**

The Special Projects Assistant is responsible for assisting in planning, resource development, outreach, education and training, advocacy, information and assistance, research, and program implementation. This position works closely with the Family Caregiver Support & Health Promotion Coordinator, under the general supervision of the Area Agency on Aging Director.

**Essential Duties and Responsibilities:**

- Understands and adheres to the Family Caregiver Support Program (FCSP) set forth by the North Carolina Division of Aging and Adult Services (NC DAAS)
- Assists with related service and program development and delivery to the High Country region – specifically will assist the Family Caregiver Support Specialist with the Grandparents Raising Grandchildren Program.
- Collaborates and works closely with the Area Agency on Aging Director and Family Caregiver Support & Health Promotion Coordinator for seamless delivery and proper documentation of the FCSP
- Provides education, information, technical assistance, and referrals to family caregivers, local service providers, public officials, consumers, employers, and the community
- Provides training on caregiving-related issues to family caregivers, agency staff, employers, and the general community
- Collaborates and develops partnerships with a variety of groups such as not-for and for-profit agencies, government entities, and faith-based organizations
- Solicits program input and feedback from a variety of sources including program recipients
- Assists with the coordination and collection of data
- Willingness to attend regional and statewide FCSP and related meetings
- Assists and contributes to the additional needs of the Area Agency on Aging as needed and as they develop

**Knowledge, Skills, and Abilities:**

- Awareness and knowledge of the Family Caregiver Support Program guidelines and standards
- General knowledge of physical and mental health, nutritional, economic, social, and recreational needs of older adults
- Ability to organize and carry out program requirements independently and with minimal supervision
- Ability to develop and maintain effective working relationships with a wide variety of individuals, groups, and organizations
- Possesses effective written and verbal communication skills
- Ability to design, prepare, and write varied reports and documents
- Ability to multitask, set priorities, and manage time effectively

**Physical Requirements:**

Must be able to physically perform the basic operational skills of talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly, and lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to prepare data and statistics, to read extensively, and to operate a computer.

**Special Requirements:**

Must possess a valid North Carolina driver's license. Must be able to regularly travel within the seven-county region and occasionally outside the region as required.

**Education and Experience:**

Undergraduate or graduate student from an accredited college or university in a human service or health related field and applicable prior experience.

*The High Country Area Agency on Aging is a department of the High Country Council of Governments (HCCOG). HCCOG is an equal opportunity employer.*