

**Title: Fall Prevention and Health Promotion Specialist**

Type of Position: 2 Year Grant Funded

Department: Area Agency on Aging

Revised: January 2024



**General Statement of Duties:** High Country Area Agency on Aging (AAA) is looking for a Fall Prevention and Health Promotion Specialist to support the expansion of health promotion programs throughout our seven-county region. This position will be key in maintaining and fostering relationships with community partners.

This position will require a close working relationship with the AAA Director and Appalachian State's Fall Prevention Program Manager. The ideal candidate will work full time, however a 25-30 hour per week role would be considered.

This position is a time limited position that is scheduled to last approximately 2 years depending on available funds. Full time salary range is expected to be \$42,000-44,000 depending upon experience. Comprehensive benefits package includes health insurance, participation in the Local Government Employees Retirement System pension plan, matching 401k, vision and dental coverage, paid time off, sick leave and more.

**Essential Duties and Responsibilities:**

- Receiving training to lead multiple evidence-based health promotion and fall prevention programs throughout the region including, but not limited to Tai Chi for Arthritis and Falls Prevention and Matter of Balance.
- Supporting instructors throughout the seven-county region.
- Cultivating and maintaining an active and vibrant pool of instructors.
- Scheduling and promoting classes.
- Cultivating and maintaining relationships with community partners throughout our seven-county region in order to offer comprehensive program offerings to improve health and prevent falls.
- Monitoring program fidelity with evidence-based health promotion program providers.
- Providing technology training for virtual workshops including how to mute/unmute, use the chat box, and simple troubleshooting (i.e., audio settings, waiting rooms, attachments, gallery vs. speaker view, etc.).
- Collaborating with a team from Appalachian State University to fulfill the requirements of this grant. This includes but is not limited to assisting the ASU Fall Prevention Program Manager with creating sustainable referral pathways.
- Other duties as assigned.

**Physical Requirements:**

- Must be able to lead exercises properly.
- 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 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.
- Frequent day travel throughout the seven-county region required (Alleghany, Avery, Ashe, Mitchell, Watauga, Wilkes, and Yancey)
- Must possess a cell phone to communicate with stakeholders.

**Education, Experience, and Desired Skills:**

- Ideal candidates will have experience working with older adults, specifically training, or mentoring, and supporting older adults' health and wellness.
- Must have the ability to prepare and lead in-person sessions of evidence-based health promotion programs.
- Experience with community outreach and partnerships.

- Four-year degree or higher from an accredited college or university in a human service or health related field and considerable experience in a related field, or the equivalent combination of education and experience.
- Master's degree preferred.

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

*Please send cover letter, resume, and references to [TNelson@hccog.org](mailto:TNelson@hccog.org)*

*Position Open Until Filled. Priority Consideration for applications received by 2/2/24*