



Sites Manager Senior Champions Program

Position Description

The Senior Champion Program Sites Manager is a part-time independent contractor position, which will oversee and manage all activities and participants in the Senior Champions Program. The Program consists of two sites: New Zion Baptist Church and Our Saviour's Lutheran Church.

Responsibilities and Functions

The Sites Manager's responsibilities include, but are not limited to:

- Develops, coordinates and implements program content
- Screens and determines eligibility of potential clients
- Creates and maintains plan of care for each client
- Documents and evaluates participant progress while in the program
- Develops and submits budget to Program Committee and CHCF board for approval
- Adheres to program budget and documents expenditures
- Recruits, screens, trains and coordinates volunteers
- Requisitions and maintains necessary supplies for program
- Seeks out and collaborates with vendors to provide varied program content
- Maintains regular communication with Program Committee Chair, CHCF Board of Directors and partnering churches concerning status of program
- Submits required documentation to current grantors; actively seeks out grant opportunities
- Reviews and revises policies and procedures as required
- Represents SCP at functions as needed
- Chairs the Senior Champion Program Sub-Committee which meets monthly or as determined and attends Program Committee, and CHCF board meeting to provide monthly report.

Qualifications

The Senior Champion Program Sites Manager will be a nurse, social worker, gerontologist or anyone with skills, knowledge and ability to perform duties as outlined above, and have had experience with older adults with mild cognitive or physical disabilities on a professional level. The individual will demonstrate understanding of issues related to the senior population. Contractor is managed by Executive Director.