



# OMEGA

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COMMUNITY DEVELOPMENT CORPORATION

## POSITION ANNOUNCEMENT SENIOR SERVICES PROGRAM COORDINATOR

**TITLE:** Senior Services Program Coordinator

**FLSA CLASSIFICATION:** Exempt

**REPORTS TO:** President, Omega CDC

**EFFECTIVE DATE:** July 1, 2021 – June 30, 2022

**LOCATION:** Omega Senior Lofts

**POSITION TYPE:** Full Time

### **ABOUT OMEGA CDC**

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and worship center.

### **OMEGA CDC VISION**

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

### **OMEGA CDC MISSION**

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

**OBJECTIVE OF POSITION:** The Senior Services Program Coordinator is employed by Omega Community Development Corporation to coordinate programs and services to support the seniors at the Omega Senior Lofts.

### **ESSENTIAL FUNCTIONS:**

- Assess needs of senior residents and assist in making necessary referrals to support residents living in the independent living facility.
- Assist with getting good nutritional meals to mitigate any food insecurities that senior residents are facing.
- Coordinate with Omega Senior Lofts Building Management to provide programming to bring enrichment activities that enhance the socio-emotional, life-sustaining well-being of the residents.
- Assist Omega CDC in providing financial literacy, workforce training, and any life-skills training services required to serve the residents.
- Assist those seniors who may still be able to work, to find part-time and full-time employment by connecting them with our Ready-2-Work and Pathways to Success program services.

- Create monthly calendar of events and activities for the senior residents.
- Maintain daily, weekly and monthly documentation of coordination of services that monitors productivity hours in order to fulfill funding requirements.
- Compile data for monthly billing reports and quarterly program reports for submission and approval by the supervisor.
- Create and maintain alliances with agencies that support senior services and act as a community liaison by creating positive working relationships with community leaders, partners, and other related organizations.
- Complete all other duties as assigned within the scope of skills and abilities.

**COMPETENCIES REQUIRED:**

- Exceptional organizational skills and experience coordinating programs/services that are community-based.
- Outstanding communication and Interpersonal skills; written and oral communication; one on one and group facilitation.
- Excellent skills in planning and evaluation; preparation, decision-making, and reporting.
- Ability to handle sensitive and confidential information.
- Program coordination, public relations, problem-solving and electronic data processing. Including Word and Excel is required.

**REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors or Masters degree from an accredited institution of higher learning in social work or behavioral social sciences with preferred experience in community engagement, working with senior populations to coordinate services needed.
- 3-5 years' successful experience in social work, case-management supporting the elderly.
- Knowledge and experience working with county, city and state services and programs for senior residents.

**LICENSURE OR CERTIFICATIONS REQUIRED:**

Driver's license, insurance, and operational vehicle are required.

**WORKING CONDITIONS:**

Work is performed primarily at the Omega Senior Lofts, utilizing the community space dedicated for programs and activities. Some local travel is required for meetings and presentations.

**TYPICAL WORK HOURS:** Normal work hours are 8-5 Monday through Friday, with overtime as required in order to meet the requirements of the position.

**COMPENSATION** \$40,000 year plus benefits. To apply, submit your cover letter and resume to Omega CDC theomegacdc@gmail.com. Applications close on June 21, 2021. NO PHONE CALLS, PLEASE.

**NON-DISCRIMINATION POLICY**

*Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor, or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.*

This position description is not all-inclusive. Responsibilities may change from time to time.