



Health and Wellness Specialist

Reports to: Director of Program Services

Category: Full Time (40 hours per week)

FLSA Status: Exempt

Position Summary

This position is responsible for the creation, implementation, promotion, and evaluation of Sixty & Better's evidence-based health and wellness classes, Bingocize, Talk Time Companion Calls, and volunteer management. Sixty & Better's programs are designed to support older adults in remaining healthy, active, and engaged in their communities.

Education and Experience

Bachelor's Degree from a four-year college or university in Social Work, Public Health, or a related field is desirable. Experience in the field of senior and older adult services and program planning is preferred. This position will recruit, process, and coordinate volunteers and provide volunteer training. This position requires demonstrated experience in performing administrative tasks to facilitate timely and accurate reporting of program services and understanding of program requirements. Bilingual English/Spanish is strongly preferred.

Essential Duties and Responsibilities

1. Promote and implement programs as assigned to attain program goals and outcomes.
2. Develop and maintain relationships with partner agencies.
3. This position is responsible for coordinating Sixty and Better Companion Calls program service delivery, including organizing and facilitating processes to ensure the quality, efficiency, and effectiveness of the Companion Calls program
4. Refer companion calls to case management
5. Maintain accurate participant and program records
6. Ensure timely and accurate data collection and data entry to meet funding and program delivery requirements; ensure client confidentiality in the collection of data.
7. Assists in preparing and submitting program reports for internal and external stakeholders.
8. Identify, engage, train, and monitor volunteers in program delivery.
9. Develop, monitor, and assign individuals to the Talk Time companion call program
10. Other duties as assigned

Job Knowledge Specifications, Skills, and Abilities

Good people and customer service skills, critical thinking, problem-solving, and organization skills are essential. The position requires active listening and attention to detail. The individual must be a self-starter and demonstrate the ability to innovate and create new strategies to support program development and expansion. Must possess strong interpersonal and communication (written and verbal) skills and the ability to prepare and present reports. Must be able to demonstrate good time management and the ability to organize and prioritize

work while meeting multiple deadlines. Must possess computer skills; demonstrate proficiency in the Microsoft Suite (MS Word, Excel, PowerPoint, and Outlook). English/Spanish is strongly preferred.

Supervisory Responsibilities

Supervises volunteers, and interns, as assigned.

Certificates, Licenses, Registrations

Must have own transportation and a valid Texas driver's license. Must be willing to use one's personal automobile for agency business.

Please submit a resume and cover letter to Tiffany Lankford, Director of Program Services at tlankford@sixtyandbetter.org to express interest in the position.