

**Collinsville Faith in Action  
(A Not-for-Profit Corporation)  
Vacancy Announcement**

**Title:** Answers on Aging (AoA) Specialist

**Summary:** Under supervision of the Executive Director, provide information and assistance in accordance with guidelines, requirements, and standards established through AgeSmart Community Resources to clients sixty years of age or older and persons with disabilities.

**Work Schedule:** The position of AoA Specialist is a full-time, hourly position. The incumbent is expected to work regularly scheduled office hours as agreed with the Executive Director. The Specialist is expected to occasionally be available outside regular office hours to speak to community groups, attend senior fairs, or conduct other similar outreach or enrollment events, and to attend fund-raising events.

**Responsibilities:**

**Provide Information on Opportunities and Services Available to Individuals Within Serviced Communities.**

1. Access specific information to benefit clients from websites such as Illinois Department on Aging (IDoA) and AgeSmart.
2. Maintain files including current information on services locally available.
3. When needed, make follow-up calls or call on behalf of the individual in need of a service.
4. Respond in a timely manner to all requests made.
5. Provide in-home appointments for clients, as necessary.

**Assist Eligible Persons and Their Families Access and/or Enroll in Programs.**

1. Assists in access and enrollment by maintaining competency in procedures and requirement for Medicare Part D, Benefits Access Program and other publicly funded benefits for seniors and those with disabilities.
2. Advocate for individuals as needed.
3. Maintain confidential client records.

**Community Relations.**

1. Promote the Answers on Aging Program through public speaking, newsletter and newspaper articles, distribution of promotion items, networking with other service providers, etc.
2. Develop and implement approaches to educate the community regarding AoA Programs.

3. Establish ongoing networking opportunities, maintaining collegial relationships with others who provide services to seniors and adults with disabilities.
4. Assist in developing senior recognition in the local community.

### **Reporting Requirements.**

1. Establish and maintain data, as required, to prepare and submit reports on a timely basis. Includes, but not limited to AgeSmart Community Resources, Senior Health Insurance Program (SHIP), Senior Health Assistance Program (SHAP) and funders.
2. Provide written reports to Executive Director and funders.

### **Other.**

1. Provide staff support to existing programs, working with other CFIA staff members.
2. Advise Executive Director if workload exceeds resources.
3. Other tasks required to further the ministry of CFIA/AoA.
4. Develops and maintains “Continuity Book” for all recurring activities.

### **Qualifications, Knowledge, Skills, and Abilities:**

1. Ability to complete and maintain Senior Health Insurance Program (SHIP) certification is a mandatory requirement. This training will be provided.
2. Knowledge and skill equivalent to completion of four years of college, plus at least one year of work experience. High school education plus six years of work experience, including two or more years in a related field, is acceptable. Volunteer experience may be considered toward work experience.
3. Potential to pursue/maintain certification and/or other continuing education as appropriate (e.g. seminars to develop skills in specific areas; certifications as needed).
4. Demonstrated reliability and organization skills.
5. Ability to deal patiently, politely, and professionally with seniors and others in person and by telephone; treating persons with dignity and acceptance.
6. Ability to make organized, informational presentations and represent the program in the community through public speaking and personal contacts.
7. Ability to set limits for care receivers, volunteers, and self within guidelines of the program.
8. Ability to develop computer skills necessary to perform duties.
9. Ability to function on a professional level with minimal supervision.
10. Collinsville Faith in Action requires reliable transportation as well as valid driver’s license and auto insurance (minimum liability coverage of \$100,000 per individual/\$300,000 per accident) or state ID.
11. Must document auto liability insurance in compliance with current employer requirements.

12. Active member of local church, synagogue, or faith-based congregation is preferred.

**Physical Requirements:** Although the position is primarily sedentary, some physical activity may be required for transporting and set-up of items for various events. May be required to lift 20 pounds.

**Travel:** Some travel for training purposes may be required. Substantial travel within the local service area is required for events. Travel related expenses are reimbursable in accordance with applicable regulations.

**Overtime:** Hours in excess of 40 hours a week will be paid at the regular hourly rate plus half.

**Equal Employment Opportunity:** Collinsville Faith in Action is an equal opportunity employer and provides reasonable accommodations to applicants with disabilities.

**Benefits:** Health insurance, dental & vision insurance, long-term and short-term disability insurance, paid vacation, flexible spending account, and retirement savings account are all benefits available to employees.

To apply, submit the following documents to: [lbrennan@fiacollinsville.org](mailto:lbrennan@fiacollinsville.org) or by mail:

Collinsville Faith in Action

Attn: Lisa Brennan

233 N. Seminary

Collinsville, IL 62234

1. Cover Letter
2. Resume
3. Salary Requirements

Please submit documents no later than Friday, May 28, 2021.