

**POSITION DESCRIPTION**

**POSITION TITLE: Wellness Coordinator**

**COMPENSATION: 40 hours per week**

**FLSA STATUS:** Non-Exempt

**SUPERVISION RECEIVED:** Alliance on Aging Director of Operations

**SUPERVISION EXERCISED: None**

**OBJECTIVE:** To implement Alliance on Aging’s (AOA) Fortaleciendo el Bienestar Program/Strengthening Wellness Program in Salinas, North and South County, with an emphasis on providing culturally-competent approaches to improving mental/emotional and physical health of English and Spanish speaking older adults (age 55-plus). This position coordinates referrals and provides outreach for AOA’s Senior Peer Counseling Program (SPC).

The position is based at Alliance on Aging’s “HUB” office and will work with English and Spanish speaking clients in Salinas, and the North and South County region.

**RESPONSIBILITIES:**

* Facilitate mental health and wellness presentations and discussions utilizing the “Cafecito” & ”Coffee Talk” models at venues in Salinas, North and South County.
* Make referrals to participants as appropriate to the SPC support groups and individual counseling.
* Coordinate and schedule “Cafecitos” & “Coffee Talks” with existing partners and activities in North and South County.
* Under direction of the Director of Operations, support wellness presentations and activities offered at the HUB in Salinas.
* Seek new venues/groups for presentations in identified target areas.
* Coordinate and Manage data including client intake, survey implementation, monthly reporting.
* Provide data entry support for the SPC program.
* Ensure curriculum reflects effective and culturally appropriate ways to engage English and Spanish Speaking seniors on issues of mental health.
* Coordinate outreach efforts with the AOA Outreach Specialist and other AOA programs to promote the FEB/Strengthening Wellness and SPC Program at community events.
* Participate in community fairs, community meetings and coalition meetings.
* Network with Salinas, North County and South County community agencies and entities that refer clients to the SPC/Wellness Program.
* Occasional evening and weekend work
* Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree in Social Work, Public Health or related field and/or equivalent experience in community health education & working with senior adults.
* Demonstrated knowledge of behavior change, adult learning, group process theory and their applications.
* Demonstrated ability to apply cultural competence and health literacy to projects or programs for diverse communities.
* Demonstrated experience in public speaking, particularly to Spanish-speaking audiences
* Must be bilingual with strong verbal, written, and translational skills in both

English and Spanish.

* Direct work experience and/or understanding of mental and physical health issues pertaining to older adults

**KNOWLEDGE, ABILITIES, SKILLS:**

* Some knowledge and experience of chronic physical, mental health, and wellness conditions associated with aging
* Demonstrated ability to write professional reports.
* Demonstrated computer skills in MS Office environment.
* Ability to problem-solve and make sound judgments.
* Ability to work independently and as part of a team.
* Superior organizational and time-management skills.
* Valid California driver’s license, auto-insurance, and personal means of transportation.

**COMPENSATION AND BENEFITS**

The Alliance on Aging offers a competitive wage.

Mileage is reimbursed at the current IRS rate.

Applicants can submit resume to: [tmckee@allianceonaging.org](mailto:tmckee@allianceonaging.org)

Alliance on Aging

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Salinas, CA 93901

(no phone calls please.)