



POSITION DESCRIPTION

POSITION TITLE:	Wellness Coordinator
COMPENSATION:	\$24 - \$26 per hour based upon experience Temporary. Part time 18 hours per week
FLSA STATUS:	Non-Exempt
SUPERVISION RECEIVED:	Programs Manager
SUPERVISION EXERCISED:	None

OBJECTIVE: To implement Alliance on Aging's (AOA) Fortaleciendo el Bienestar Program/Strengthening Wellness Program in Salinas, North and South County. The position is based at Alliance on Aging's office and will work with English and Spanish speaking clients in Salinas, and the North and South County region.

RESPONSIBILITIES:

- Coordinate and schedule "cafecitos and coffee talks" with existing partners and activities in North and South County
- Seek new venues/groups for presentations in identified target areas.
- Facilitate mental health and wellness presentations and discussions at venues in Salinas, North and South County.
- Make referrals to participants as appropriate to the SPC support groups and individual counseling.
- Ensure curriculum reflects effective and culturally appropriate ways to engage English and Spanish Speaking seniors on issues of mental health.
- Co-facilitate support groups in South and North County and Salinas
- Collect attendance, client intake, survey implementation for monthly reporting.
- Coordinate outreach efforts with the AOA Outreach Specialist and other AOA programs to promote the FEB/Strengthening Wellness and SPC Program at community events.
- Make internal and external referrals to FEB clients.
- Facilitate bilingual movies (Compartiendo Películas) at the HUB
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or Public Health 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:

- Knowledge and experience of chronic physical, mental health, and wellness conditions associated with aging
- 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

Non-exempt position, pay range of \$24 - \$26 per hour, DOE.

Alliance on Aging Employees working a minimum of 30 hours per week are eligible for a benefits package including health, dental, and vision insurance; a 403B retirement plan with 4% employer contribution after one year of continuous service; accrue two (2) weeks of vacation in year one - three, twelve (12) sick days per year, and eleven holidays (prorated for employees working between 30 and 40 hours). Mileage is reimbursed at the current IRS rate.

Applicants can submit resume to: bbumba@allianceonaging.org

Alliance on Aging

247 Main St.

Salinas, CA 93901

(no phone calls please)