

**JOB TITLE:** Family Caregiver Support Program Advocate

**DEPARTMENT(S):** Area Agency on Aging

**JOB STATEMENT:**

Under the general supervision of the Council of Governments' Executive Director with direct responsibility to the Aging Services Director, this position advocates for caregivers by providing information and assistance about community resources and authorizing appropriate services as defined under Title III of the Older Americans Act and State Revenue.

**JOB DUTIES:**

- > Responsible for activities identified under the work plan for the regional family caregiver support program, including the five services identified in Federal legislation:
  - Outreach and information through group activities
  - Assistance to caregivers in gaining access to services
  - Individual Counseling, Organization of Support Groups, Caregiver Training
  - Respite Care
  - Supplemental Services
- > Assesses and prioritizes caregivers for respite/supplemental services/grandparents raising grandchildren
- > Enters client information into statewide data collection system(s)
- > Maintains an adequate system for record keeping of individuals served, services provided, expenditures, and unmet needs
- > Applies accounting principles to monitor and adhere to an annual budget ensuring revenues and expenditures balance and allocated funds are accounted for
- > Processes invoices as services are rendered
- > Participates in meetings with Regional Aging Advisory Committee (RAAC)
- > Attends meetings with peer Caregiver Advocates in Columbia to share information and provide support
- > Submits quarterly and annual progress reports
- > Provides impartial resource information to caregivers in response to calls, walk-ins, or written requests
- > Provides or arranges for public information activities, outreach, information and assistance, counseling, support groups, caregiver education and training
- > Performs other duties as assigned by the Aging Services Director

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### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- > Knowledge of local, state and federal laws relating to senior legislation
- > Demonstrated ability to manage complex analytical tasks
- > Proficiency in Microsoft Office software programs with the ability to learn software specific to the aging program
- > Strong oral and written skills necessary to effectively communicate and match the needs of consumers with the appropriate services
- > Ability to be flexible and respond quickly and effectively to changing work assignments
- > May require visit to client/family place of residence
- > Ability to travel throughout six county region and work independently
- > Ability to record observations, assess clients and take notes while on site
- > Must possess good interviewing skills

### **EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's degree with a minimum of two years of experience in a related field that may include social work, public health, nursing, accounting or a related field; OR equivalent combinations of training and experience with demonstrated competence to fulfill duties assigned to this position. Must become SHIP and AIRS certified within one year of hire.

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### **CONTACT INFORMATION**

Resumes may be emailed to Tim Womack at [twomack@scacog.org](mailto:twomack@scacog.org) or delivered to 30 Century Circle, Greenville, SC 29607.

All resumes must be received by 5pm, Monday, December 2, 2019.

Please, provide salary requirement.

\*\*This company reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".\*\*

**Family Caregiver Support Program Advocate: Appalachian Council of Governments/ADRC**

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