



# Planner

## **PURPOSE OF POSITION:**

Under general supervision, carries out the responsibilities and functions of IAAA with emphasis on Older Americans Act project monitoring, area plan development, and resource development for Tulsa, Creek, and Osage Counties.

## **ESSENTIAL TASKS:**

- Responsible for programmatic, non-financial grantee functions of the AAA within the guidelines and regulation of the Older Americans Act, OKDHS, and INCOG AAA policies.
- In coordination with the IAAA Director, assist in the development of the Area Plan by conducting analyses of the needs of the planning and service area (PSA) by identifying gaps in service, and developing management plan goals and objectives to fill those gaps.
- Monitors and assesses contractors and projects/programs utilizing a variety of assessment tools. Provides technical assistance to projects.
- Disseminates information to elected officials, local governments, community businesses, media representatives, and the general public regarding the programs and services available through IAAA. Contributes to the IAAA quarterly newsletter.
- Coordinates IAAA activities with other agencies and organizations involved in the delivery of services to older adults via coalition building and other appropriate activities.
- Conducts and arranges training (resources, data information management system, policy, etc.) for contract project staff, community agencies, or organizations.
- Monitor data information system for accuracy and reporting purposes
- Performs other job related duties as assigned.

## **QUALIFICATIONS:**

Training and Experience: Bachelor's degree from an accredited college or university with major course work in social work, public health, planning, nutrition, human

relations, gerontology, or a related field. Four (4) years of professional experience with aging and/or disabled populations or programs preferred.

Knowledge, Abilities, and Skills: Knowledge of aging issues. Ability to analyze and apply federal, state, and local policies, procedures, and regulations affecting aging programs, especially the Older Americans Act. Good communication, organization and presentation of facts in a clear, concise manner. Experience with public speaking, grant writing, and written presentations are preferred. Ability to multi-task and work with a variety of individuals, projects, and programs. Leadership ability in order to collaborate with community partners.

Licenses, Certifications, and Special Requirements: Valid Oklahoma Class "D" Operator's License required.

### **WORKING ENVIRONMENT:**

Predominantly office-based work with daily use of computer, printer, and phone required. Travel throughout three-county service area is required utilizing INCOG company cars. Occasional out of area travel and overnight travel required.

### **COMPENSATION & BENEFITS:**

INCOG offers a comprehensive benefits package including retirement, medical, vision, and dental plans. An array of non-subsidized benefits are also available. The position will have a starting annual salary range of \$38-\$48K depending on the candidate's qualifications and experience.

To apply, submit a cover letter and resume to: INCOG Personnel Director at [incoq@incoq.org](mailto:incoq@incoq.org).