



THE SENIOR SOURCE

SENIOR CITIZENS
OF GREATER DALLAS

CURRENT JOB OPENINGS AT THE SENIOR SOURCE*

Dallas, Texas

(as of January 6, 2012)

Foster Grandparent Program Director

Experienced Program Director responsible for overall management of program that recruits adults 55+, who receive a stipend if income-eligible, to work with children who have identified needs at various health and educational sites. Innovative leader, exceptional people skills, compelling public speaker, able to assess interactions of volunteers with birth through high school aged children. Program coordinates 100+ volunteers placed at 25+ nonprofits. Director supervises small staff, manages relationships with other nonprofit, seeks new sites, trains and recognizes volunteer efforts, assists with media/publicity materials, and is responsible for complex federal and state reporting and grant activities. Experience in supervising/managing staff, as well as strategic planning, project development and outcome-based evaluation skills necessary. Bachelors Degree or higher; experience in aging preferred; proven volunteer management and project development experience required; excellent technology skills/database management, as well as superior written and verbal communication skills needed. Submit cover letter with salary requirements and resume to rperry@theseniorsource.org.

Representative Payee Client Coordinator

Full-time Coordinator in the Guardianship and Money Management Program responsible for client bill payments, check writing and banking relationships. Keeps databases updated with current referral, client and volunteer information. Maintains relationships with Social Security and other governmental agencies including handling filings and appointments. Responsible for case management for Representative Payee clients. Supervises and supports home visitor volunteers' activities. Assists with new volunteer training and ongoing in-service training sessions. Requires a bachelor's degree and experience in financial services or social services with strong financial skills; computer proficiency, including Microsoft Office 2007 and QuickBooks Pro, as well as working knowledge of office equipment, proven superior organizational skills, experience working with volunteers and/or older adults and strong interpersonal and communication skills. Submit cover letter with salary requirements and resume to scobb@theseniorsource.org.

Long-Term Care Ombudsman Part-Time

Advocate for quality care for Dallas County nursing home and assisted living residents and resolve complaints on their behalf. Requires: communicating with elderly, interviewing and investigation, diplomacy, assertiveness, and problem-solving. Must be detail-oriented and have excellent organization, conflict resolution, mediation and computer skills. Knowledge of aging preferred. Bachelor's degree and reliable

* The Senior Source, a United Way service provider, is an Equal Opportunity Employer and Service Provider.

transportation required. 20 hours per week. Submit cover letter, resume and salary requirements to ssulfstede@TheSeniorSource.org.

Administrative Assistant Part-Time

24 hours per week to provide support for legislative advocacy program at The Senior Source. Responsibilities include: correspondence, proofing documents, database maintenance, filing, mass mailings, set up and clean up for meetings. Must be detail-oriented with superior computer proficiency and communication skills. Submit cover letter and resume to lender@theseniorsource.org.