



Position Title: Aging in Place Navigator-City of Dublin

Position Summary: The *Aging in Place Navigator* provides Dublin, Ohio residents and their care givers current information regarding resources to support resident’s desire to live their fullest life as they age. Information can be focused on available activities, volunteer opportunities, caregiver resources, housing, transportation, technology, Medicare and medical care and other information that residents may find helpful as they grow older. Navigators will provide one-on-one consultation and small group educational sessions focusing on aging in place. The Navigator will work with agency leadership to create a Resource Hub that will be available for Dublin residents who are interested in continuing to live in Dublin as they age and their needs change.

Qualifications

Education: Bachelor’s Degree or Master’s Degree human services, business or human resources field of study from an accredited institution

Experience: Minimum of three years’ experience including direct client service and work with caregivers of older adults. Knowledge of older adult resources and an interest in staying abreast of new resources is essential.

Skills: Requires strong skills in working with older adults and their family members, in developing working relationships, and in presenting to groups. Must have excellent verbal communication skills and the ability to work effectively with diverse populations.

Performance Requirements:

- Ability to work on Fridays and Saturdays with minimal supervision.
- Assist the Navigator Supervisor, Dublin OA Program Coordinator and others in developing and implementing a plan to promote the program throughout Dublin, Ohio.
- Conduct a variety of program promotion activities including sharing project literature, speaking to groups; and meeting with employers, health/social service providers, the clergy, and the general community.
- Provide one-on-one telephone and face-to-face consultations in our offices, at a variety of community locations and within client homes. Provide information, supportive counseling, linkage with resources, and guidance in decision making.
- Perform community support/outreach services with older adult clients, including assessing needs; service planning; linkage; supportive counseling; crisis intervention; and coordination with other providers and family members.
- Consistently exercise discretion and judgment in regard to the treatment and services provided on behalf of residents and their family members.
- Actively participate in all required supervision, clinical and administrative meetings.
- Responsible for meeting all documentation requirements in a timely manner.
- Maintain a schedule of working hours that fulfills requirements, as approved by supervisor. This includes the flexibility to meet with caregivers during evening and weekend hours as needed.
- State of Ohio Department of Insurance Medicare Volunteer Training required.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Classification: Exempt

Hours Required: Up to 20 hours/week  
Friday and Saturday Hours

Location: Dublin Office and Community

Supervised by: Supervisor of Dublin OA Navigator Program

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Employee Signature

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Date