Position Title: Program Specialist, Senior Companion Program
Department: Senior Services
Reports to: Senior Companion Program Manager
Date Created: August 2021
Classification: Part-time, non-exempt

Agency Mission
InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us.

Agency Vision Statement
InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region’s people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community.

Overview of the Program Area
InterFaith Works has 35-year history of serving seniors by addressing isolation and loneliness that people can experience as they age. The Senior Services Department’s programs and services promote activity, socialization and life-long learning, in order to empower older adults to age with dignity.

The Senior Companion Program provides low-income, mobile, and healthy seniors (called Senior Companions) with the opportunity to stay engaged in their community by providing supportive friendships to older people who want to continue to live in their homes in Onondaga, Madison, and Cayuga Counties. Companions receive a stipend for their service. The Senior Companion Program is funded by the AmeriCorps Seniors, a federal agency that creates service opportunities for volunteers to address critical needs in their communities. In July 2021, InterFaith Works will expand its long-running Senior Companion Program into Oswego County.

Position Summary:
The Senior Companion Program Specialist, under the direction of the Senior Companion Program Manager, supports the hiring, training and onboarding of Senior Companion volunteers. The Specialist processes monthly stipends, conducts volunteer assessments, and maintains Senior Companion personnel file updates. This is a new position, as part of the Oswego Co. expansion.

Qualifications:
Associates degree; Bachelor’s degree or equivalent experience preferred. Experience working with people over 55 years old, in Office Administration or Human Resources in the Human Services or non-profit sectors.
**Essential Functions:**

- Understands the intent, clients, and activities of the Senior Companion Program throughout its service area in Onondaga, Cayuga, Madison and Oswego Counties
- Receives and processes Senior Companion volunteer applications, conducts interviews, and initiates National Service Criminal History Checks
- Plans and provides pre-service orientation for new Senior Companions in Onondaga, Cayuga, Madison and Oswego Counties
- Conducts regular Performance Evaluations to assess Senior Companion volunteers
- Maintains program Policy and Procedures Handbooks, and provides ongoing training to Senior Companions to ensure understanding and compliance
- Maintains telephone interface with Senior Companions and members of the community who are interested in applying to volunteer
- Process Companion monthly stipend, and distributes stipend checks in a timely manner
- Maintains required documentation in each Companion’s file, as required by program regulations, including annual updates of forms
- Maintains the Senior Companion Program Access database
- Assists the Program Manager with the collection of information for progress reports
- Perform related duties as required by the Program Manager

**Skills Required:**

- Ability to plan and deliver training programs, including recruit speakers and organizing logistics
- Excellent communication, and organizational skills
- Facility in using Word, EXCEL and Access programs
- Ability to work efficiently and accurately
- Multi-cultural competence a must
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion

**Level of Decision Making Responsibility:** Medium

**Working conditions and physical demands required:**
The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Ability to travel regularly throughout the service delivery area at least 25% of the time using reliable transportation, traversing streets, ascending/descending stairs, and exposed to outside weather conditions.
- Remain in a stationary position at a workstation and use a computer at least 50% of the time.
- Ability to frequently sit for long periods attending meetings/trainings.

**To apply:** Please send cover letter and resume to Melissa Morral at mmorral@ifwcny.org