

Position: Director of Senior Services

Position Summary

Under the direction of the Chief Executive Officer (CEO), performs functions to ensure the success of Hidalgo Medical Services' (HMS) senior programs in Hidalgo and Grant County. These functions include overseeing the work of Senior Center Program supervisors and employees, maintaining, monitoring and evaluating program delivery of services by following all State and Federal guidelines and requirements, in addition to the requirements of the North Central New Mexico Economic Development District Non-Metro Area Agency on Aging.

The delivery of quality service and positive interaction with our customers is critical to the completion of all tasks within this job description, thus the employee is responsible for establishing and maintaining interpersonal relationships with customers, visitors, and HMS employees in a courteous, respectful and professional manner. Guidelines include all HMS policies and procedures.

Position Accountabilities

1. Responsible for fostering a spirit of teamwork, unity, and support to enable team members to succeed. Responsible for creating a workplace culture that is consistent with HMS' mission, vision, and values.
2. Responsible for the management of the design, development and implementation of all senior programs within HMS. Ensuring that all programs and services meet requirements outlined in all contracts.
3. Responsible for oversight of food preparation, staff, inventory, and maintaining operational standards.
4. Responsible for ensuring that all operational budgets are developed using time and productions studies, and followed.
5. Will support CEO in effectively secure funding through grant proposals and negotiations with entities such as the New Mexico Area Agency on Aging, Department of Aging and Long-Term Services, County and City Officials, and Legislators.
6. Will support CEO in applying for, tracking, and implementing Capital Outlay projects.
7. Responsible for ensuring that all program operational and financial reports and invoices are a completed, accurate, and submitted by required due dates.
8. Responsible for ensuring the preparation of all program assessments, audits, and reviews.
9. Responsible for ensuring that prospective participants/clients are assessed for services.
10. Responsible for managing relationships with suppliers and ensuring inventory controls are followed.
11. Responsible for filling in when staff shortages occur during meal preparation and meal delivery.
12. Will support CEO in writing and submitting in a timely manner all grant applications, administration of grants, and the reapplication of all grants.
13. Monitors all daily operations of program and staff.
14. Responsible for planning and maintaining work systems that enable and encourage the optimum performance of staff and resources.
15. Responsible for interviewing, hiring, onboarding, completing annual evaluations, and oversight of employees within the department.
16. Will collaborate with Facilities Director to ensure oversight, operation, and maintenance of senior program fleet.
17. Will collaborate with Facilities Director to ensure custodial maintenance of buildings, furniture, and equipment is completed.
18. Responsible for ensuring the adherence of established safety practices and standards.
19. Responsible for attending meetings, trainings, and workshops which may require out of town travel.
20. Responsible for ensuring that all records are accurate and complete.
21. Responsible for having the necessary working knowledge of policies and procedures.

22. Will support CEO in coordinating and facilitating annual public hearing to assess the needs of seniors in Hidalgo and Grant County.
23. Responsible for ensuring that senior citizens are given the opportunity to participate in decision making around services through an advisory committee.
24. Responsible for the development and management of all socialization and health related activities at the senior centers.
25. Participation in the development and implementation of the HMS comprehensive senior services plan.
26. Performance of other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent required
- Minimum two years of similar program oversight and employee management experience
- Experience working with the senior population
- Experience with food service programs

Preferred Qualifications

Associate or Bachelor's degree preferred

To Apply

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:
1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036