



## Duet | Caregiver Services Program Coordinator

### *Position Description*

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| <b>Last Updated:</b>                                 | February 3, 2023  |
| <b>Title:</b>  | Caregiver Services Program Coordinator  |
| <b>Supervisor:</b>                                   | Caregiver Services Director   |
| <b>Position Description &amp; Scope of Work:</b>     | This 24-hour position will assist the Caregiver Services staff in carrying out existing and new caregiver services, including support groups, peer mentoring, webinar delivery, and information and referral resources, resulting in improved well-being to hundreds of caregivers each year. As with all Duet staff, this position will strive at every opportunity to promote organizational goals and values.  |
| <b>Salary Range:</b>                                 | \$20.00-\$21.00/hour, part-time, hourly, non-exempt   |
| <b>Key Skills Requirements and Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. Assist in the design, content, and delivery of service area newsletters.</li> <li>2. Help plan symposium, workshops/webinars, support groups, and caregiver activities in partnership with other team members.</li> <li>3. Provide information and resources to family caregivers; make follow-up calls to family caregivers or others as needed.</li> <li>4. Update caregiver resources.</li> <li>5. Facilitate caregiver support groups, if needed.</li> <li>6. Create and strengthen new partnerships that will enhance Duet's caregiver services, and maintain existing partnerships</li> <li>7. Take part in regularly scheduled staff meetings.</li> <li>8. Help assess the effectiveness of all services through creating/analyzing surveys and analyzing analytics.</li> <li>9. Work closely with other Duet staff and community agency personnel.</li> <li>10. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested.</li> <li>11. Perform a variety of clerical duties such as communications, photocopying, data entry, filing, ordering supplies, creating signs and surveys, and reviewing mail.</li> <li>12. Carry out additional duties/initiatives as assigned.</li> </ol> |
| <b>Highest Priority Personal Attributes</b>          | <ul style="list-style-type: none"> <li>▪ Commitment to Duet's mission, vision, values, and guiding principles</li> <li>▪ Sensitivity to diverse backgrounds</li> <li>▪ Ability to manage time well</li> <li>▪ Ability to problem solve, plan, organize and carry out activities, as well as to monitor progress in reaching goals</li> <li>▪ Strong team player</li> <li>▪ Willingness to learn, change, and improve</li> </ul>   |

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| <b>Qualifications:</b> | <ul style="list-style-type: none"> <li>▪ Understanding of the local aging network, gerontology, and caregiver resources</li> <li>▪ Bachelor’s-level degree preferred</li> <li>▪ Individual guidance and group facilitation experience preferred</li> <li>▪ Excellent written and interpersonal communication skills</li> <li>▪ Program and/or event planning experience preferred</li> <li>▪ Experience working with diverse and underserved populations preferred</li> <li>▪ Proficient in Microsoft Office (Word &amp; Excel, specifically) and comfortable learning additional computer programs</li> </ul>                                    |
| <b>Benefits:</b>       | <ul style="list-style-type: none"> <li>▪ Flexible work environment</li> <li>▪ Vacation, sick, personal time, and holiday time off</li> <li>▪ Retirement plan contributions</li> <li>▪ Mileage reimbursement</li> </ul>  |
| <b>About Duet:</b>     | <p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope.</p> <p>Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p> |
| <b>Work Location:</b>  | <p>10000 N 31<sup>st</sup> Ave, Suite D200<br/>Phoenix AZ 85051</p>   |
| <b>To Apply:</b>       | <p>Email resume with cover letter to:<br/>Janet Richards<br/>Director, Caregiver Services<br/>Duet: Partners In Health &amp; Aging<br/>richards@duetaz.org</p>  |