



## Duet | Coordinator, Homebound Adult Services

### Position Description

<b>Last Updated:</b>	August 29, 2024
<b>Title:</b>	Coordinator, Homebound Adult Services
<b>Supervisor:</b>	Manager, Homebound Adult Services
<b>Position Description &amp; Scope of Work:</b>	<p>Duet supports older adults and adults with disabilities who are homebound through critically needed services including volunteer-based nonemergency medical transportation, grocery shopping, friendly visiting, minor handyman work, paperwork and technology assistance, and access to other essential services. This full-time position (40 hours per week) supports and coordinates these vital services as part of Duet’s homebound adult services team, resulting in improved well-being for hundreds of homebound neighbors each year.</p> <p>Individuals who enjoy serving others and program coordination, and who want to be part of a compassionate approach to supporting vulnerable and underserved populations, will excel in this role as part of the Duet team. As with all Duet staff, this position will strive at every opportunity to promote organizational goals, values, and our guiding principle of inclusiveness to embrace all people into our community of care.</p>
<b>Key Skills Requirements and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide direct service and support to homebound adults and volunteers.</li> <li>2. Refer homebound adults to internal and external services and programs.</li> <li>3. Conduct homebound adult home assessments.</li> <li>4. Identify and secure matches between volunteers and homebound adults.</li> <li>5. Provide outreach to targeted and underserved communities.</li> <li>6. Develop positive relationships with service recipients and volunteers through written communications, phone calls, and meetings.</li> <li>7. Assist with and facilitate volunteer orientations, educational programs and forums, and participant recognition activities.</li> <li>8. Accurately input service activities into a data management system.</li> <li>9. Participate in reviewing participant surveys and reports.</li> <li>10. Prepare print and digital materials including flyers, newsletters, and emails.</li> <li>11. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested.</li> <li>12. Promote a culture of philanthropy at Duet.</li> <li>13. Carry out additional duties and initiatives as assigned.</li> </ol>
<b>Highest Priority Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Compassionate and self-aware.</li> <li>▪ Flexible and patient.</li> <li>▪ Culturally competent and inclusive of diverse backgrounds.</li> <li>▪ Willingness to learn and grow.</li> <li>▪ Reliable and self-directed; demonstrates initiative and resourcefulness.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to manage time well and handle multiple projects concurrently.</li> <li>▪ Ability to problem solve, plan, organize and carry out activities, as well as to monitor progress in reaching goals.</li> <li>▪ Commitment to Duet’s mission, vision, values, and guiding principles.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Familiarity with community resources.</li> <li>▪ Excellent written and verbal communication skills.</li> <li>▪ Experience with and comfortable utilizing computers and related technology; expert skills in Microsoft Office (Word, Excel, Outlook, etc.).</li> <li>▪ Experience in working with older adults or vulnerable populations preferred.</li> <li>▪ Valid driver’s license and ability to travel within Maricopa County.</li> <li>▪ Valid Level One Fingerprint Clearance card or ability to obtain one.</li> <li>▪ Post-secondary education preferred.</li> <li>▪ Bilingual preferred (Spanish and English).</li> <li>▪ Able to lift 30 pounds.</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Flexible work environment</li> <li>• Health and life insurance</li> <li>• Retirement plan contributions</li> <li>• Vacation, sick, personal, and holiday time off</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. 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 Phoenix, AZ 85051</p> <p>Duet has a hybrid work environment, with employees having the opportunity to work from home two days per week after an introductory period.</p>

**To apply, email resume with cover letter to:**

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Senior Director of Services & Strategy  
Duet: Partners In Health & Aging  
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