

## Staffing Plan / Administration (January, 2010)

<b>Job Title &amp; Staff Name</b>	<b># of Staff Full Time</b>	<b>Position Description</b>
<b><u>Director</u></b>	◇1 FTE	Responsible to the Yakima County Commissioners for the operation of Southeast WA Office of Aging & Long Term Care; ALTC organizational structure, state & federal compliance, budget oversight, audits and monitoring, sub-grantee contracts, staffing patterns, service delivery policies, short and long range goals. Primary contact for Commissioners in eight counties and W4A. Serves on community and state groups as appropriate. Primary ALTC contact for media. Lead Disaster/Emergency preparedness coordinator.
<b><u>Assistant Director</u></b>	◇1 FTE	Assists Director in the operation of ALTC. Is responsible to identify and maintain building, equipment, utilities and janitorial leases in 8 counties. Directly supervises two program coordinators and administrative clerical staff; oversees contracting process; prepares agenda and leads admin staff meetings; reviews and disseminates aging information to pertinent staff, participates in agency policy development; communicates with contractors and the public on behalf of ALTC; identifies and pursues funding sources to enhance and expand programs; manages special forums and retreats; assists Director on special projects. Is primary ALTC Advisory Council contact, advisory board recruiter and is responsible to set and achieve advisory board goals. Disaster/Emergency preparedness coordinator for admin office.
<b><u>Program Coordinator II</u></b>	◇1 FTE	Responsible to draft contract language and negotiate terms of agency contracts for agency home care, nutrition, transportation, foot care, health screening and adult day services. Manages ALTC RFP process; provides contracted agencies with technical assistance as needed; Supervises Program Coordinator I and Financial Specialist. Performs contract monitoring and contract management assessments; primary contact for monthly reports and SAMS. Responsible for Senior Market Basket implementation and management of other special projects. Responsible to identify providers and negotiate contracts for T-XIX COPES Ancillary service contracts and Respite. Lead for multi-year Area Plan and bi-annual updates. Reviews and approves Rule Exception Requests for COPES Waiver Services. Responsible for annual contractors meeting. <u>Provides training to care providers throughout PSA on durable medical equipment (DME) and Environmental Accessibility Adaptations.</u>

### Administration

<b>Job Title &amp; Staff Name</b>	<b># of Staff Full &amp; Part Time</b>	<b>Position Description</b>
<b><u>Program Coordinator I</u></b>	◇1 FTE	Monitors contracts for federal, state and ALTC compliance and provides technical assistance to ALTC's contracted services to include: Nutrition, Home Care programs for Respite, Medicaid Personal Care, SCSA Personal Care, and COPEs contracts. Monitors Foot Care, Transportation, Adult Day Care, Adult Day Health, Health Screening and Legal contracts. Assists other agency staff in contract development. Participates in Request for Proposals (RFP) and Request for Qualifications (RFQ) process. Serves on local groups related to senior housing, transportation, nutrition and minority concerns. Assists in preparation for and participates in the annual contractors meeting and the Spanish Caregivers conference.
<b><u>Family Caregiver Coordinator</u></b>	◇1 FTE	Oversee all activities for the Family Caregiver Support Program, including development of services, contracts, and provision of technical assistance. Provides FCSP training to I&A and Case Management staff. Monitors units of service and prepares state reports. Makes public presentations on behalf of FCSP. Plans and implements special programs with a variety of 8 county community partners, including Idaho. Monitors Kinship Caregiver Support Program and Kinship Navigator programs subcontracted to Catholic Family and Child Services. Monitors units of KCSP service and provides technical assistance. Serves on statewide Kinship Oversight Committee. TCARE assessor certification trainer, TCARE policy trainer, and TCARE application trainer? Serves on the TCARE Policy Development Team for Washington State.
<b><u>Contracts Manager</u></b>	◇1 FTE	Prepares all state/federal budgets, the Area Plan Budget and the Yakima County Budget. Modifies and drafts contract budgets in compliance with federal, state and county requirements. Prepare State Cost Allocation Plan. Directs allocations and coding, and coordinates ALTC fiscal activities w/ County Grant Accounting office; performs contract fiscal assessments and makes recommendations for remedial action; prepares management reports and performs tasks related to financial areas. Is primary contact for State Auditor. Serves on state AAA fiscal task force.
<b><u>Monitoring Specialist</u></b>	◇1 FTE	Performs contract fiscal assessments, completes reports to state; prepares management reports, performs tasks related to financial areas. Assists Contracts Manager.
<b><u>GIS Technician</u></b>	◇1 FTE	Performs Information Technology support for all ALTC direct services and ALTC Administration

### Administration

<b><u>Job Title &amp; Staff Name</u></b>	<b><u># of Staff Full &amp; Part Time</u></b>	<b><u>Position Description</u></b>
<b><u>Administrative Assistant</u></b>	◇1 FTE	Performs administrative, office management and Advisory Board support. Handles constituent complaints. Provides support to various fiscal functions such as vehicle mileage, contractor billings, purchasing.
<b><u>Administrative Assistant</u></b>	◇1 FTE	Provides clerical and administrative support to administration for I&A, Case Mgmt. and Nursing Services. Orders supplies, coordinates billings, assists with training coordination, orders manuals, disseminates information 8 countywide for I&A/CM program. Oversees the Title V Senior Employment Program and its subcontractor People For People through tech assistance and monitoring.
<b><u>Financial Specialist</u></b>	◇.75 FTE	Reviews and verifies monthly Reports, billing statements, expense claims and related accounting and demographic information received from agency offices and contractors to identify discrepancies; notifies contracts mgr and contractors of needed adjustments. Produces related financial and service information for placement in the Agency Service Book, use by department managers, and submission to the Agency Advisory Board. Prepares monthly, quarterly, and fiscal year end reports for submission to State offices in satisfaction of state and federal reporting requirements for NAPIS ( National Aging Program Information System ); State and Federal Family Caregiver; Senior Drug Education; and HCQA. Prepares information and financial data for annual Advisory Board Allocation meetings. Prepares monthly Case Load report for I&A/CM Manager. Prepares data and assists in the completion of annual survey by Federal Agency on Aging (conducted by Westat) which measures client satisfaction of services provided under the Older Americans Act.
<b><u>Financial Specialist</u></b>	◇.55 FTE	Responsible for processing accounts payable from various vendors and coordinates fiscal activities with Yakima County Grant Accounting office; processes ALTC payroll and performs tasks related to financial areas. Maintains and updates contractor's files.
<b><u>Office Assistant</u></b>	◇1.00 FTE	Provides clerical support to administration. Inputs Participant Information Forms (PIF) into NAPIS. Answers phones; gathers, organizes, copies, binds and prepares documents, files and informational packets.

◇ Staff are considered full time at 40 hours per week

♣ Staff are considered full time at 37.5 hours per week

## Staffing Plan / Nursing Services

<b>Job Title &amp; Staff Name</b>	<b># of Staff Full &amp; Part Time</b>	<b>Position Description</b>
<b><u>Nurse Program Manager</u></b>	◇1 FTE	<p>Manages the overall operation of ALTC Nursing Services including clinical and performance supervision of 9 ALTC nurses in 8 counties providing services to ALTC clients and to DD and HCS clients by referral. Recommends staffing patterns and needs to Director. Ensures Revised Fundamentals of Caregiving basic training and continuing education classes offered throughout 8 county region, to contracted Individual Providers and Home Care Agency caregivers. Responsible for review of resources and budget needed for nursing services activities.</p>
<b><u>Registered Nurses</u></b>	♣7.81 FTE	<p>Responsible for delivery of Nursing Services to ALTC, DDD and HCS clientele by case manager referral within the assigned service area. Nursing Services include: health related assessment, consultation and coordination of services with ALTC.</p> <p>See DDD and HCS clients by Case Manager referral. May also act as a case manager. Nurses serve as instructors for DSHS approved Fundamentals of Caregiving training and continuing education classes.</p> <p>*RN / Case Managers: Carry client caseloads.</p> <p>*** Lead Case Manager: Performs Quality Assurance reviews, clinical staffing and provides training for new and existing case managers.</p>
<b><u>Administrative Assistant:</u></b>	◇1 FTE	<p>Coordinates the caregiver training offered through ALTC; completes caregiver scheduling, data management and billing for all ALTC caregiver classes throughout the 8 county region. Performs a variety of supportive duties for the Community Nurse Program such as input data and creating ADSA program reports; ordering supplies, disperses training information to the nurses.</p>

## Staffing Plan

### Senior Information, Assistance & Case Management

<b>Job Title &amp; Staff Name</b>	<b># of Staff Full &amp; Part Time</b>	<b>Position Description</b>
<b><u>Program Manager</u></b>	◇1 FTE	<p>Manages all aspects of the operation of Title XIX Case Management, Senior Information and Assistance Case Management for 8-County area (9 offices) to include supervision of 6 Local Program Coordinators, determination of staffing plans, budget decisions and monitoring, policy and procedure development, quality assurance, audit and monitoring responses, special training, new staff selection and orientation. Participates in state LTC Quarterly meetings. Primary contact for Home Care Quality Authority referral registry.</p> <p>Serves as an SSPS Regional Coordinator. Assists with SSPS questions, coordinating SSPS training development of SSPS Policies and Procedures for region</p>
<b><u>Local Program Coordinators</u></b>	♣5.63 FTE(s)	<p>Responsible for day-to-day local program and office supervision operations for the Title XIX Case Management, Senior Information and Assistance, Respite, SCSA and Home Care Referral programs. Assures program operations are in compliance with federal, state and county requirements.</p> <p>Responsible for office program and personnel record-keeping. Monitors county wide Respite and SCSA Personal Care budgets. Monitors office expenditures. Coordinates and conducts staff supervision, performance evaluations, orientation, consultation and training. Performs information, assistance responsibilities as well as Case Management and Respite assessments as needed. Disaster/Emergency preparedness coordinators for each of their respective offices.</p> <p>■ Serves as Fair Hearing Coordinator in addition to regular duties.</p>

## Senior Information, Assistance & Case Management

Job Title & Staff Name	# of Staff Full & Part Time	Position Description
<u>Case Managers</u>	♣ 38.46 FTE	<p>Performs a variety of specialized tasks associated with assisting vulnerable elderly and disabled adult clients within the community. Conducts comprehensive assessments; reauthorizes service; manages the SSPS system on an individual client basis; tracks caregiver training; develops, implements and reviews service plans; maintains ongoing contact with clients and provides termination planning. Provides other case management support functions (client advocacy, assistance, consultation, networking, family support and crisis intervention). Provides information and assistance. Maintains client records and reports on client data. May perform Respite authorization, reauthorization and case management for Respite Care; may perform training to caregivers and SCSA personal care clients.</p> <p>*** Lead Case Manager: Performs Quality Assurance reviews, clinical staffing and provides training for new and existing case managers.</p>
<u>Information Specialists</u>	♣ 14.06 FTE	<p>Performs outreach to older population. Develops and coordinates community education activities about current services available to Senior Adults. Performs information and assistance activities. Provides referrals and interviews clients to collect needed information. Maintains records in client files. Conducts follow-up visits to clients. Provides client advocacy. Assists with IP contract and caregiver registry activities.</p> <p>*Works primarily with Family Caregiver Program.</p>
<u>Case Aides</u>	♣ 6.11 FTE	<p>Provides information, assistance and referral services to elderly clients and disabled adults in their local communities, informing and assisting them to access necessary social and health service programs.</p>

**Total Number of full-time equivalents = 88.30 (40 hr/week)**

**Total number of staff = 97**

**Total number of minority staff = 21**

**Total number of staff over age 60 = 15**

**Total number of staff self-indicating a disability = 6**

