



NeighborWorks® Northeastern Pennsylvania

Aging in Place Project Manager

STATUS: Exempt
REPORTS TO: Aging in Place Manager

POSITION SUMMARY

The Elder Cottage Housing Opportunity (ECHO) Project Manager is a full-time position responsible for the coordination of ECHO units for older adults aged 60 and above who reside in Northeastern PA. In conjunction with the Aging in Place Manager, the ECHO Project Manager will provide direct services to aging homeowners with the goal of assisting seniors to age in place safely and maintain their independence with dignity.

PRIMARY RESPONSIBILITIES

- Work closely with NWNPEPA Aging in Place and partner organizations throughout the region to identify older adult(s) eligible for the program.
- Oversee application and selection process to identify candidates most in need of affordable housing.
- Coordinate development, construction, and placement teams to keep project on track and within budget.
- Work with Construction Manager to ensure all post-construction needs are coordinated and resolved.
- Coordinate and represent NWNPEPA at permitting/zoning hearings as needed to properly place each ECHO unit.
- Coordinate with utility companies and other public services to ensure utilities are hooked up appropriately to each unit.
- Provide resource connection and support to older adult(s) accessing the program to ensure they are maintaining their safety and independence, monthly.
- Ensure rental payments are made on time and residents are compliant with all ECHO policies and regulations.
- Work with Aging in Place Manager and Leadership Team to expand ECHO program.
- Maintain clear and concise records, including timely data entry in data management system.
- Work with Aging in Place Manager on reporting, meeting coordination, grant-seeking and administration, and other tasks.
- Maintain connections with other social service organizations to ensure the most up-to-date resources are provided and referrals are followed up on in a timely manner.
- Conduct follow-up calls to and for older adults requesting information regarding NWNPEPA ECHO services and opportunities.
- Work with Aging in Place staff to screen older adult homeowner (host) eligibility for Shared

Housing Resource And Engagement (SHARE) program.

- Work with Lackawanna County Area Agency on Aging staff to coordinate host and sharer information and introduction for SHARE program.
- Uphold high organizational standards. Perform related duties or responsibilities, as assigned, or requested.

EDUCATION & EXPERIENCE

Associate or bachelor's degree preferred or specific experience working in social services and/or with the aging population.

JOB REQUIREMENTS / SKILLS

1. Excellent communication and customer service skills.
2. High level of diplomacy, unquestionable integrity, and the demonstrated ability to deal confidentially with sensitive situations and information.
3. Strong organizational and time management skills.
4. Proficient in Microsoft Office Suite (Word, Excel and PowerPoint) and internet navigation.
5. Embrace NWNPA's mission and core values.

OTHER DETAILS

- NeighborWorks is an equal opportunity employer.
- Salary is commensurate with experience.
- NeighborWorks operates a team-oriented, flexible work environment.
- Training and professional development opportunities available.

Interested candidates may send a cover letter and resume to:

NeighborWorks Northeastern Pennsylvania
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Aging in Place Manager
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