

ADRC Coordinator

The Aging and Disability Resource Consortium (ADRC) Coordinator will be part of a leadership team with the Executive Office of Elder Affairs (EOEA) and the Massachusetts Rehabilitation Commission (MRC), and will provide oversight and leadership for the statewide ADRC system in Massachusetts. This will include overseeing the development and expansion of the statewide ADRC network, establishing formal partnerships between aging, disability and Medicaid agencies and stakeholder groups, and coordinating the work of all stakeholders to support a statewide system of fully functioning ADRCs.

This is a full-time contracted position. The position will be co-located at MRC and Elder Affairs in Boston.

Qualifications:

Four years of full-time or equivalent part-time administrative or managerial experience in business administration or public administration, the major duties of which involved program management or planning, of which at least one year must have been in a supervisory capacity. Educational attainment may substitute for some of the required experience.

Preferred Qualifications:

- 1.) Significant experience with ADRCs;
- 2.) Familiarity with and commitment to IL philosophy and/or elder community based networks;
- 3.) Experience using databases for program planning and evaluation;
- 4.) Experience designing and implementing training programs;
- 5.) Experience coordinating strategies across multiple systems;
- 6.) Experience building consensus among multiple stakeholders.

The salary range is \$57,085.13 to \$82,759.99 with no benefits.

A criminal background check will be completed on the recommended candidate as required by the Executive Office of Health and Human Services prior to the candidate being hired.

Application Deadline: July 2, 2010

Apply Online: Yes

Posting ID: J21770

How to Apply: Apply Online at

https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job_view.do?postingId=J21770&code=search.public&companyId=66&federalStimulus=no If you are applying for this position on-line, you must create a profile and login.

If you do not wish to apply for this position on-line, and would prefer to send your resume and cover letter by mail or fax please forward it to:

Disabilities and Community Services

Sara Sullivan

Employment and Staffing

600 Washington Street, 2nd Flr.

Boston, MA 02111

Fax# (617) 348-5266

PLEASE INCLUDE JOB POSTING ID# AND JOB TITLE ON ALL CORRESPONDENCE.

Agency Web Address: <http://www.mass.gov/mrc/>

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.