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**POSITION DESCRIPTION**

<p><b>JOB TITLE: CCD Operations Officer</b></p>	<p><b>JOB GRADE: 3</b>  <b>OFCCP CLASS: 1</b>  <b>FLSA: EXEMPT</b></p>	
<p><b>SALARY</b>          Commensurate with education and experience and within budget constraints.</p>		
<p><b>EDUCATION</b>          Bachelor's degree in management (business or non-profit), human services (social work, human resources), or related field. Masters degree preferred.</p>		
<p><b>EXPERIENCE</b>          Five years experience in related field with at least 2 years management. Experience or familiarity with MiChoice preferred.</p>		
<p><b>REQUIREMENTS</b>          Knowledge of management principles and practices; Program planning, development, implementation and leadership skills; Strong interpersonal skills and the ability to work effectively with various constituencies; Knowledge and understanding of budgeting and financial management principals. Willingness to work in a team environment. The Senior Alliance is a non-profit 501c(3) where philanthropy on behalf of the agency is a requirement of all employees. Perform job functions with ethics, honesty and integrity.</p>		
<p><b>GENERAL JOB DESCRIPTION</b>          Provide administrative direction, support and oversight of overall agency operations with specific attention to Programs and Community Care Department services.</p>		
<p><b>DUTIES</b></p> <ul style="list-style-type: none"> <li>• Implement and monitor budgets and service levels for the Medicaid Waiver, Care Management and Case Coordination programs to ensure optimal utilization. Coordinate all systems to support these operations.</li> <li>• Supervise managers and oversee services Community Care Department.</li> <li>• Assist in the development and completion of the annual implementation plan and/or multi-year plan as required.</li> <li>• Ensure agency programs and services are operating effectively and in alignment with agency goals and objectives.</li> <li>• Lead staff in supporting state's standards and quality mandates.</li> <li>• Assess the short and long-range need for supportive services for older people.</li> <li>• Advise the Executive Director and Board of Directors as to the need for program development and provides direction and support on all program development activities.</li> <li>• Coordinate Agency's activities with other service networks.</li> <li>• Manage the Agency's program audits and assessments when applicable.</li> <li>• Other duties as assigned by the Executive and Deputy Director.</li> </ul>		
<p>Supervisor/Department:          Executive Director &amp; Deputy          Director/CCD</p>	<p>Supervision:          Low Supervision</p>	<p>Date Revised:          November 3, 2011</p>