



## *Neighbors Helping Neighbors*

### **Community For Life Service Navigator • Silver Spring, Maryland•Full-time**

#### **About Community for Life**

Community For Life<sup>SM</sup> (CFL) is a unique opportunity to be part of a first-in-the-nation program being evaluated by the State of Maryland to prove the effectiveness of aging-in-place services. Members receive guaranteed transportation, handyman services, and social engagement for a fee.

#### **Responsibilities**

- Provide each member with proactive contact to prevent social isolation.
- Identify member needs and guide members through the project's standard package of services.
- Maintain a list of available resources within and without the organization that can fulfill the standard package of services.
- Organize schedules and manage appointments for members.
- Participate with all required Service Navigator training and meetings; may require occasional travel to offsite locations.
- Maintain volunteer backup lists with their skill set and availability.
- Partner with local leaders and businesses to promote CFL and supply additional resources.
- Host and/or present at external organization meetings/conferences to aid program development.
- Partner with other PIC/CFL staff to share best practice models and generate new ideas.
- Interact with other program coordinators, managers, and directors to ensure consistency across programs.
- Manage multiple projects and set prioritization schedules.
- Database entry, electronic & paper file management; train others as needed.
- Monitor and create reports on member involvement & participation.
- Support the operations of the site by fulfilling other duties as assigned.
- Adhere to the procedures of PIC/CFL, including health, safety, and anti-discrimination policies.
- Other duties as assigned.

#### **Qualifications**

- Proven leadership skills.
- General knowledge of office equipment (computer, copier, etc.).
- Able to work both independently and in team settings.
- Attention to detail and ability to follow through.
- Knowledge of the local area and area businesses.
- Ability to speak in front of large crowds.
- Ability to work under pressure.
- Ability to maintain confidentiality.
- Compassion and empathy.
- Bachelor's degree in business, marketing, social work, or related fields is preferred.
- Previous recruiting and/or volunteering experience is preferred.

#### **Salary commensurate with experience**

**Comments**

E.E.O.C. Excellent benefits package that includes medical, dental, life, 403(B), and more. No phone calls, please. Interested Candidates should forward a resume to [careers@partnersincare.org](mailto:careers@partnersincare.org) with the job title in the subject line or mail it to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.

**About Partners In Care Maryland, Inc.**

Partners In Care Maryland is a community nonprofit helping older adults remain independent in their own homes. Operating in five counties throughout Maryland since 1993 and currently embracing 2,600+ members, we use a service-exchange concept as the foundation for our support for members. The objective is to build a community network of care around people as they age by engaging people to help each other with the myriad tasks involved in everyday living. Neighbors volunteer their time and services to help seniors live with dignity and independence. Everyone contributes something and is valued for it in the reciprocal exchange of services.

Our Team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.