



Area Agency on Aging – Region 9, Inc.
710 Wheeling Avenue
Cambridge, Ohio 43725
(844) 932-7277
www.AAA9.org

Position Description

FOR THE POSITION OF

CHIEF EXECUTIVE OFFICER/CEO

Area Agency on Aging, Region 9

POSITION DESCRIPTION

POSITION	Chief Executive Officer / CEO
ORGANIZATION	Area Agency on Aging, Region 9
REPORTS TO	Board of Trustees
LOCATION	Cambridge, Ohio
WEBSITE	www.AAA9.org

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POSITION DESCRIPTION

ORGANIZATION OVERVIEW

The Area Agency on Aging, Region 9 (AAA9) is a private non-profit corporation located, organized and designated by the State of Ohio to be the planning, coordinating and administrative agency for federal and state aging and disability programs. The Agency first opened its doors in Cambridge, Ohio in 1975. The Agency services a nine-county area that includes Belmont, Carroll, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum, and Tuscarawas counties. The Agency works together to create opportunities for Ohioans to receive needed linkage, referrals and community services and support to remain successful and age in their own homes and communities.

Our mission: "We work with people, communities, and organizations to help older adults and people with disabilities live independently and enjoy the highest quality of life possible."

Our vision statement – "To be the recognized leader in providing consultation and ongoing assistance for older adults and the people concerned about them."

The goal of the Agency is to assess, coordinate, educate and advocate for services to meet consumer's needs in the community.

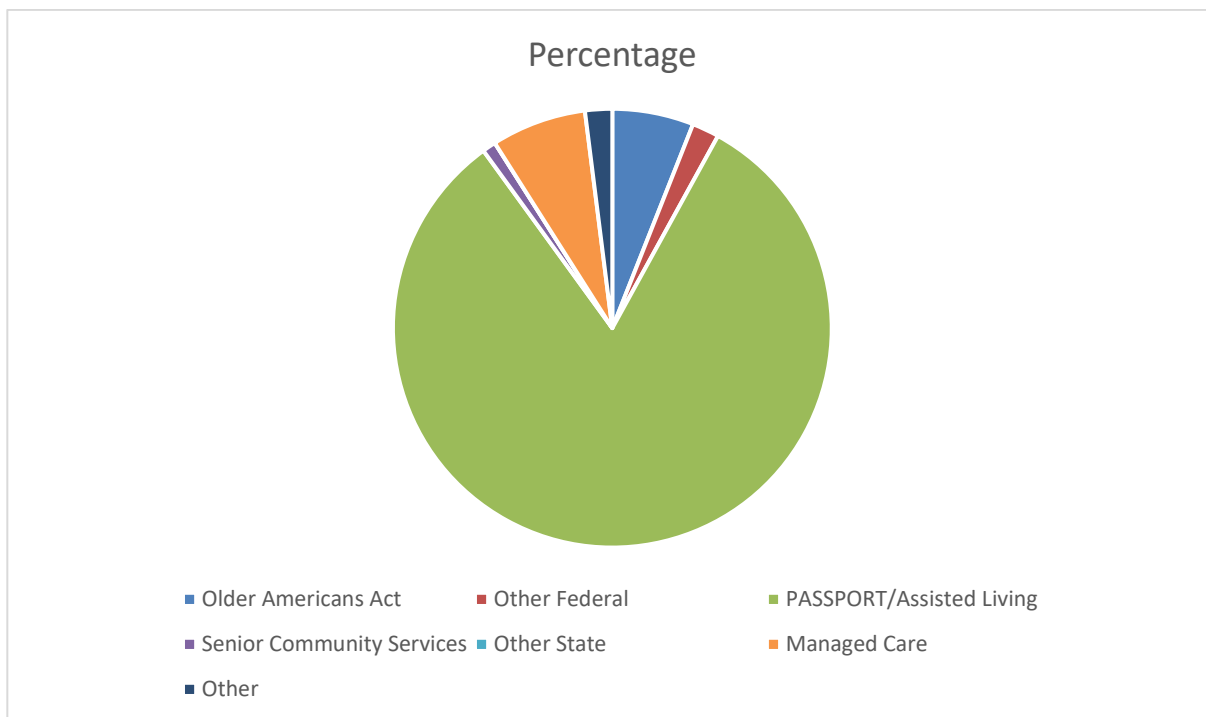
The Area Agency on Aging Region 9, Inc. is part of a national network of over 600 organizations that work with people, communities and organizations to help older adults and people with disabilities live independently and enjoy the highest quality of life possible. AAA9 provides information, assistance and access to services in nine East Central Ohio counties.

AAA9's CEO, James Endly has announced his intent to retire after over 26 years with the Agency. His replacement will be tasked with picking up where Jim left off and leading the agency into the future. As a result of Jim's departure, AAA9's Board has embarked on an Executive Search to find a new leader for the agency.

POSITION DESCRIPTION

REVENUE SUMMARY

	Amount	Percentage
Older Americans Act	\$3,267,497	6%
Other Federal	\$842,401	2%
PASSPORT/Assisted Living	\$45,808,979	82%
Senior Community Services	\$509,506	1%
Other State	\$229,563	0%
Managed Care	\$4,048,051	7%
Other	\$1,158,479	2%
Total Revenue	\$55,864,476	100%



POSITION DESCRIPTION

PROGRAMS

Assisted Living Program – Pays the costs of care in an assisted living facility for certain people with Medicaid, allowing them to use his or her resources to cover “room and board” expenses. The waiver provides services in certified assisted living facilities to delay or prevent nursing facility placement. Assisted living promotes aging in place by supporting consumer desire for independence, choice and privacy.

Benefits Counseling – The Area Agency on Aging has Ohio Department of Insurance OSIIIP Medicare counselors who are trained and certified. We provide no cost, non-biased, objective Medicare assistance.

Caregiver Education and Support – Offers options to caregivers related to kinship caregiving, working caregiver solutions, and general support for private individuals that provide care to an older loved one, friend or neighbor. Individual consultations, one-on-one skills training, speakers for groups, educational courses, lending library and literature help increase knowledge and ability to provide better care for a longer time. Provides insight and education for caring for someone with an Alzheimer/dementia diagnosis.

Evidence Based Disease Prevention Programs – Community-based workshops that help participants learn proven strategies to manage chronic health conditions feel healthier. Lay-Leader training is available.

Information and Assistance – Our Information and Assistance Specialists provide information about local services and resources, such as meals and transportation. They also accept referrals for our many programs and services, plus they can assist when applying for HEAP or Neighbor-to-Nighbor assistance.

Long-Term Care Consultation – Provides individuals or their representatives free of charge with information about options available to meet their long-term care needs and factors to consider when making long-term care decisions. Particular emphasis is on the exploration of whether there are appropriate community alternatives to nursing facility placement that are viable and feasible options meeting the individual’s needs.

POSITION DESCRIPTION

PROGRAMS

MIPPA – Medicare Prescription Drug Assistance – (Medicare Improvements for Patients and Providers Act) – Help may be available with Medicare Part D premiums, deductibles, co-pays and the donut hole.

Ohio Home Care Waiver – The Ohio Home Care Waiver Program (OHC) meets the needs of people who prefer to get long-term care services and supports in their home or community, rather than in an institutional setting. AAA9, in partnership with CareSource, delivers case management services for the OHC program to help people meeting Medicaid financial criteria, who are under 60 years of age and assessed with an Intermediate or Skilled Level of Care, along with other program requirements.

PASSPORT – Like a “nursing home without walls”, assists older people at risk of nursing home placement to safely remain in their homes with professionally managed care and support. Consumers receive ongoing support, advice and services through a professional AAA9 care manager. Funded by State/Federal Medicaid program, PASSPORT provides care in the home at 1/5 of the nursing home costs.

Senior Farmers’ Market Nutrition Program (SFMNP) – This program provides \$50 worth of coupons to eligible adults 60 years of age or over to purchase locally grown, fresh fruits, vegetables, herbs and honey from local farmers.

Specialized Recovery Services Program – The SRS program is a Medicaid funded program that offers home and community-based services that are person-centered and aimed at supporting individuals in the community for individuals diagnosed with a severe and persistent mental illness (SPMI) or with a diagnosed chronic condition (DCC). The Ohio Department of Medicaid (ODM) has contracted with CareSource to manage the Specialized Recovery Services Program in the state of Ohio. CareSource is partnering with local Area Agencies on Aging to deliver the Specialized Recovery Services program. AAA9 will provide recovery management for individuals that are determined to be eligible for the Specialized Recovery Services program.

POSITION DESCRIPTION

ROLE SUMMARY

The Chief Executive Officer (CEO) will provide visionary leadership and guidance in ensuring the optimal strategic positioning of the Area Agency on Aging, Region 9. The CEO will work with internal and external stakeholders to guide AAA9's continued development and evolution, to include an emphasis on service excellence, community presence and engagement, programmatic development, advocacy, and communication.

Reporting to AAA9's Board of Directors, the CEO will bring diverse constituencies together to build upon the success of AAA9 and articulate and execute a strategic vision which continually assesses and takes advantage of changing market conditions and contemporary business models.

AAA9 seeks a CEO who will bring the following:

- ◆ Strategic vision together with a commitment to build upon and continually communicate the mission, vision, identity and community presence of AAA9.
- ◆ The ability to build upon and expand the trusting and effective partnerships that currently exist, both internal and external to AAA9.
- ◆ Exemplary business and financial skills and an appreciation for the critical importance of stewardship.
- ◆ A demonstrated track record in ensuring a high performance and collaborative team committed to executing around a shared vision with older adults and community members at the center of service delivery.
- ◆ A commitment to working in partnership with diverse constituencies who share AAA9's values.
- ◆ A visible, vocal and articulate advocate for the needs of older adults in the communities of eastern Ohio.

POSITION DESCRIPTION

ROLE SUMMARY

- ◆ Implement the strategic plan.
- ◆ Monitor Agency performance against the mission and the state goals and objectives of strategic plan.
- ◆ Develop sound working relationships with the Ohio Department of Medicaid, Ohio Department of Aging, Ohio Association of Area Agencies on Aging, public and private funding sources, planning and provider agencies, the media, and the community at large.
- ◆ Engage in legislative and advocacy efforts to further seniors' interests and represent the Agency and seniors' interests at the appropriate community forums.
- ◆ Collaborates with federal, state and local agency officials; private nonprofit organizations; and other organizations to facilitate the coordination of services and programs.
- ◆ Ensures the development and implementation of standards, policies, procedures, practices, and outcome measures with measure client satisfaction with both Agency employees and Agency subcontractor performance.
- ◆ Assures financial accountability through the development of and implementation of effective budgeting, contracting, billing, reimbursement and reporting systems.
- ◆ Delegates the administration of county, state, and federally funded programs, planning, budgeting, contracting, fiscal responsibilities, facility management, etc. to appropriate Agency personnel.
- ◆ Provides organizational and team leadership, management, and support to staff through the appropriate executive management staff.
- ◆ Directs Agency efforts to strengthen and/or inaugurate new services through pooling previously untapped or under-utilized resources of both public and private agencies in the AAA service area.
- ◆ Serves as the Agency's spokesperson before the media, special interest organizations and public groups.

POSITION DESCRIPTION

ROLE SUMMARY

- ◆ Identifies and initiates changes in Agency direction and organization in response to changing conditions.
- ◆ Recruit, hire, retain, motivate, manage, and evaluate senior/executive staff.
- ◆ Ensure that Agency staffing is appropriate to meet the Agency's goals and objectives.

Qualifications and Experience

- ◆ Bachelor's degree in public administration, business administration social work, gerontology, or related field is required. Master's Degree preferred although relevant work experience may be substituted for an advanced degree.
- ◆ Ten years of experience in administration. Experience in the field of aging is preferred, but not required.
- ◆ A passion for transforming service delivery for older adults combined with extensive knowledge and understanding of trends and practices in community-based care and public health.
- ◆ Experience in developing and implementing community-based programs; policy development; planning; interpreting and implementing public policy or legislation; managing service program fiscal resources; research and analysis on issues facing the elderly; program planning; development or administration; and working effectively with external organizations.
- ◆ Experience with the establishment of sound long-range planning and the implementation of strategies and processes to achieve goals.
- ◆ Knowledge of county, state and federal laws, policies, agencies and service delivery issues affecting the elderly and disabled population.
- ◆ Highly developed interpersonal and communication skills, complemented by the ability to work with a variety of individuals from varied backgrounds and experience levels with respect to aging and disability issues.

POSITION DESCRIPTION

Qualifications and Experience

- ◆ Ability to prepare and present oral and written reports, information, and public presentations.
- ◆ In addition, candidates must have a demonstrated ability to analyze complex issues, think critically, and propose innovative solutions.
- ◆ Familiarity with technology solutions for healthcare management and data analytics is required.
- ◆ Experience in working with state or federal agencies and knowledge of Ohio's aging services network is a plus.

DESIRED LEADERSHIP ATTRIBUTES

- ◆ **Committed to the Mission:** Passionate with the ability to articulate the mission, values, and vision of the future in a way that inspires others.
- ◆ **Highly Visible in the Community:** Being a part of the community and connecting with the communicates served.
- ◆ **Visionary Leader:** Aligns the services needed by the community in innovative ways and conveys a sense of excitement, passion, and action in others to achieve that vision.
- ◆ **Strategic Thinker:** Works to achieve the desired future state and growth of the Agency along with revenues in our service area through new collaborations, alliances, and/or programs.
- ◆ **Advocate:** Advocates for the needs of older adults and people with disabilities with local, state, and national legislators.
- ◆ **Board Relations:** Prepares updates for and reports to the Board of Directors at Board meetings, Executive Committee Meetings and Finance Committee meetings on all aspects of AAA9. In cooperation with the President of the Board, ensures that the board meetings and board committee meetings are well-planned and productive.

POSITION DESCRIPTION

DESIRED LEADERSHIP ATTRIBUTES

- ◆ **Accountability:** Accountable for all aspects of performance and holds others accountable for execution of the strategic and operating plans.
- ◆ **Business and Financial Acumen:** Implements and oversees effective administrative systems, processes, and policies to ensure AAA9 functions efficiently and effectively within their approved budget. Exceptional financial manager with a breadth of skills, including conceptualizing and executing new funding sources.
- ◆ **Politically Savvy:** Able to navigate organizational, community, and governmental politics to get things done.
- ◆ **Committed to Diversity, Equity, and Inclusion:** Leads in a way that embraces and builds upon the diversity that exists within the organization and in the communities that the Agency serves.
- ◆ **Mentor:** Mentors and develops others; leads a high-performing staff.
- ◆ **The chosen candidate must be kind, empathetic, and professional.**

CONTACT

Interested candidates should send a resume and cover letter to the attention of the AAA9 search committee. This can be done online at AAA9.org or via mail/email at the address below. **Please submit your resumes prior to 10/6/24:**

710 Wheeling Ave.
Cambridge, OH 43725
ATTN: Kathy Moore

Or via email at kmoore@aaa9.org.

AAA9 embraces the principle and philosophy of equal opportunity for all individuals, regardless of race, color, religion, age, sex, sexual orientation, national origin, disability status, genetics, protected veteran status, gender identity or expression, or any other characteristic protected by federal, state or local laws.