

## **Regional SHINE Director**

### *Agency Profile*

At Mystic Valley Elder Services we provide practical solutions to everyday living. We work with older families, adults, caregivers and health care professionals to identify and access the many services and programs that allow elders to remain safe and independent in their homes. We are a one-stop resource for elder care information, advice, services, and solutions for anyone regardless of age or income. Many of the services we offer are available to elders and families in our service area at low or no cost.

Since 1975, Mystic Valley Elder Services has been a leader in the field of elder care. As one of the largest aging services organizations in Massachusetts, we serve the communities of Everett, Malden, Medford, Melrose, Stoneham, Wakefield, Reading, and North Reading.

### **About the Regional SHINE Director position:**

The Regional SHINE Director is responsible for the management and continued development of the SHINE program. The Director also ensures that Medicare and Medicaid health insurance information, counseling, and assistance are provided to elders, caregivers, and individuals who are about to retire throughout the regions' 21 cities and towns. Overall program management involves establishing and building community relationships within the region. Responsibilities include maintaining complete and accurate program records, ensuring certified SHINE counselors are available to respond to customer inquiries, managing volunteers, and counseling elders.

This is a full-time (36 hours per week) position.

**Required Qualifications:** BA degree in related field and SHINE certification or ability to obtain certification. Must have demonstrated staff supervisory experience and get along well with staff and elders. Must have excellent communication, organizational and public speaking and presentation skills. Must have strong time management, analytical and problem solving skills.

**Preferred Qualifications:** Experience supervising volunteers, program management, and ability to become a SHINE trainer.

Mystic Valley Elder Services offers a generous benefits package including 3 weeks of vacation, 11 paid holidays, tuition reimbursement, health, dental, life and long term disability insurance, and free parking.

For additional information: [www.mves.org](http://www.mves.org)

