

AAA Project Name: Curriculum Research and Development
Division: Center for Learning and Development

The Area Agency on Aging (AAA) and the Health Policy Institute (HPI) are jointly seeking to fill a position to support the general development, implementation and evaluation of initiatives to advance AAA's mission to help Allegheny County residents who are 60 years of age and older live independent lives. The incumbent will help to accelerate the use of actionable knowledge to shape and form practice and policy responses to address the health needs of vulnerable populations across the county. This position will introduce the incumbent to a broad set of health topics while developing their analytical thinking and writing skills. The position will conclude at the end of the academic year (April 2019).

Curriculum Research and Development

Center for Learning and Development: Overview

The Center for Learning and Development (CLD) division is the internal training unit of the AAA. Its mission is to promote and support employee knowledge and professional development for increased organizational effectiveness with the ultimate goal of improving services for seniors in the community. The overall purpose of this position is to strengthen the organization by informing trainings used for internal and external purposes with research backed by the best scientific evidence available.

Position Objectives

Throughout this experience, the incumbent will be expected to:

1. Support the Development of Training Resources

The incumbent will work with the CLD trainers to consolidate the foundational research for new and emerging trainings. The trainings may be related to improving internal time management; care management skills of staff that work directly with AAA beneficiaries; and basic Microsoft Office skills. This work may require the incumbent to first delve into different units across the AAA to fully understand their unique strengths and challenges to develop trainings based on their needs.

The incumbent will gather evidence-based research to support the development of five trainings. Each research project will conclude with a report that highlights the key emerging themes. These reports will also include a citations page.

2. Support Clerical and Tech Training

After assisting in the development of training materials, the incumbent will work with the CLD trainers to deliver trainings. The incumbent will be expected to independently lead two trainings.

3. Manage the Training and Meeting Calendar

The incumbent will work with the Administrative Officer and the Clerical Officer to develop a calendar that will house the trainings held at AAA. The calendar will also house all of the major meetings across AAA. The incumbent will be expected to

Area Agency on Aging (AAA)-Health Policy Institute (HPI)

consider and develop rules for the management of the calendar, and to train the entire CLD division on its features and functions.

Daily Activities

The incumbent will be expected to complete day-to-day assignments and projects with professionalism, accuracy, and competence. While daily duties greatly vary, they may include:

- Shadowing different units across AAA to gain a comprehensive understanding of the work of the agency;
- Assisting the CLD Clerical Officer and trainers to prepare for upcoming trainings;
- Mastering the Learning Management System that is used to track both information retention and fidelity to best practices;
- Generating and assisting in post-training projects;
- Reporting project activity and progress regularly with supervisors;
- Supporting AAA staff as needed with program design, implementation, monitoring, and evaluation;
- Performing research and analysis, including literature searches, data extraction and assembly, and summarizing literature on issues relevant to AAA;
- Assisting with planning meetings and coordinating events for internal and external audiences;
- Assisting with tracking and managing project deliverables to ensure on-time delivery
- Supporting administrative tasks and community relations as needed.

Requisite Knowledge, Skills and Abilities

In general, this experience should involve several of the core functions of the incumbents' school and the incumbent should demonstrate:

- Outstanding communication skills;
- Interest in adult learning/education and instructional design;
- Strong Microsoft Office skills;
- Comfort with limited public speaking and a desire to improve these skills;
- Interest in and/or capacity for translating evidence-based research and knowledge into practice;
- Skills in research and writing;
- Experience or interest in health related program design, implementation, monitoring and evaluation, or policy research, analysis and evaluation;
- Curiosity, enthusiasm and creativity at work;
- Comfortable working independently and with a team;
- Comfortable working with various audiences and diverse stakeholders.

Location and Transportation

The position will be hosted at the Offices of Area Agency on Aging, 2100 Wharton Street, Pittsburgh, PA 15203. The availability of a vehicle on occasion is strongly preferred.

Area Agency on Aging (AAA)-Health Policy Institute (HPI)

Hours of Work

The incumbent will be expected to work between 10-20 hours per week. Hours are flexible must occur between Monday-Friday from 8:30 am- 4:30 pm.

Compensation

The incumbent will be compensated at a rate of \$15/hour. In addition, they have the opportunity to meet the practicum requirement with this position.

Supervision and Evaluation

The incumbent will work with staff at HPI and a preceptor at AAA. If the incumbent plans to use this position as their practicum experience, they will also work with an academic advisor. There will be a midpoint and final evaluation, and a final presentation (to be determined by the incumbent and their preceptor).

Requirements and Deliverables

Incumbents are expected to keep a log that includes hours worked, tasks completed and any problems encountered. Incumbents may be subject to background checks and/or child clearances and must comply with all AAA requirements.

How to Apply

Interested individuals must apply to PittSource (Posting Number: 166500). The application includes a one-page letter of interest, resume, and three references. Any questions regarding the position, or the application process, should be directed to Molly Ennis, Senior Policy Analyst in the Health Policy Institute Molly.Ennis@pitt.edu. Selected applicants will be invited to interview with HPI and AAA leadership.