Sedgwick County Adult Development and Aging Extension Agent

Lead dynamic Medicare education, advanced planning, and healthy aging extension programs in Sedgwick County.

Apply online using our application site. For more information visit ksre.ksu.edu/jobs.

POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

- Lead the development, implementation, and evaluation of research-based educational programming to support successful families and the systems that serve them in communities. Programs may include but are not limited to: chronic disease management, caregiving, intergenerational relationships, independent living solutions, long term care planning, end of life issues, and Medicare education.
  - Specific programming responsibilities will include Stay Strong, Stay Healthy; Gray for a Day; Keys to Embracing Aging; advance directives education; Powerful Tools for Caregivers; Understanding Reverse Mortgages; and Who Gets Grandma’s Yellow Pie Plate?™
- Coordinate the Senior Health Insurance Counseling for Kansans (SHICK) program in Sedgwick County, including training and supervising approximately 60 SHICK volunteers.
- Serve as the primary supervisor for a SHICK Program Assistant and a part-time office professional.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Research and Extension’s five Grand Challenges (water and natural resources; community vitality; health; developing tomorrow’s leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to engage clientele. Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Develop and implement strategies to serve diverse audiences and to ensure K-State Research and Extension is an equal opportunity provider of educational programming.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter competency area by engaging as a member of the Adult Development and Aging Program Focus Team.
  - Pursue internal and external funding to support educational programming.
  - Serve as a member of the Sedgwick County team cooperating in the planning and delivery of county-wide programming and related events.
• Bachelor’s degree.
• Academic coursework, professional development, or prior employment related to the position responsibilities.
• Evidence of strong academic and/or professional performance, as documented by college transcripts or documented success in increasingly responsible professional positions.
• Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
• Have, or be able to earn, SHICK (Senior Health Insurance Counseling for Kansans) certification
• Familiarity with various ethnic and socio-economic audiences; an interest in working with people from diverse backgrounds; and a commitment to supporting and enhancing K-State Research and Extension’s initiative for diversity, equity, and inclusion.
• Ability to work a flexible schedule which will include some nights, weekends, and overnight travel.

MINIMUM QUALIFICATIONS

PREFERRED QUALIFICATIONS

• Master’s degree.
• Commitment to personal and professional development.
• Competence using electronic communication and computer applications to fulfill programming responsibilities.
• Self-motivation and ability to work with minimal supervision while balancing multiple projects.
• Understanding of educational program design, promotion, implementation, and evaluation.
• Skills in group facilitation.
• Knowledge of adult and youth teaching/learning processes.
• Experience seeking and administering external grant funding.
• Ability to communicate effectively with both English and Spanish-speaking learners.

OTHER QUALIFICATIONS

• Applicants must be currently authorized to work in the United States at the time of employment.
• Access to a personal vehicle and the ability to obtain/maintain a valid driver’s license

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