



P.O Box 25, Harpswell, ME 04079
hah@hah.community

Position Description for Harpswell Community Connector (HCC)

The Harpswell Community Connector position is a stipended volunteer role, with a 20 hours/week, one-year commitment beginning September 5, 2024. The HCC reports to the Harpswell Aging at Home Executive Committee.

After an initial training program by Lifelong Maine, the HCC will work with Harpswell's older residents to provide information and access to supportive resources and social opportunities.

Serving any older adult in Harpswell, many of the initial contacts will be made through HAH's established committees—Home Repairs, Food, Transportation and Health & Wellness--and their existing client relationships. Other individuals will be directed to the HCC from the HAH website, phone contacts, and through the Town of Harpswell.

Working as part of the Resources Team, the HCC will conduct initial visits or calls to identify an individual's needs in areas of socialization; transportation; health and wellness; food, home safety, and maintenance using a standardized assessment tool. The HCC will then recommend available resources by providing brochures or other descriptive and contact information for community-based services such as those provided by the Town and by HAH, and those provided by other agencies and organizations within our midcoast region.

When needed, the HCC will provide personal assistance in setting up services and will work with others in the community to help ensure successful connections or to seek alternatives if needed. Following the initial visit, a three-month follow-up will be made to check on any referrals to determine status of those referrals and to discuss additional concerns. Please note that due to grant restrictions from our Home Repairs partner, Habitat for Humanity/7 Rivers, people needing repairs done by HAH must own their home and meet an income qualification. Home Repairs is the only program that HAH runs with such a requirement. The HCC can still provide resources to people who need home repairs but who don't meet the income qualification or who are not homeowners.

The HCC will provide support to other Resource Team members by overseeing administrative tasks such as initial and three-month follow-up assessments. The HCC will lead team meetings, write reports as needed for both HAH and Habitat For Humanity (including HFH's 6-month review report) and respond to general inquiries for resources information.

The HCC will also be the HAH liaison to Harpswell's Director of Recreation and Community Outreach to whom residents call to apply for HAH Home Repairs and inquire about other resources and supports. The town will contact the HCC with inquiries it's received and the HCC will disburse them to the proper teams within HAH for service delivery.

Finally, the HCC will work to link HAH with the state-wide network of Age-Friendly communities.

Qualifications:

- Must be a resident of Harpswell
- Demonstrated interpersonal skills: the ability to be supportive, kind, empathetic, patient, and respectful of all individuals
- Able to maintain confidentiality
- Have access to a laptop computer—HAH will provide reimbursement for internet access and printer ink
- Experience with home visiting and support to older adults is a plus
- Possess excellent written and oral communication skills
- Have basic computer skills including email, data entry, and internet research
- Possess a valid Maine driver's license and have access to transportation for home visits within Harpswell, HAH events, and occasional training sessions with Lifelong Maine—HAH will provide a travel allowance at the standard IRS mileage rate.

Compensation:

The HCC will work from home but will have the use of meeting space at the Harpswell Town Office by advance request.

The annual stipend is \$20,000. Reimbursement for associated out-of-pocket expenses, such as mailings, is also provided.

For more information about this pilot program and the expectations of the pilot sites, please visit: <https://www.lifelongmaine.org/library/community-connections/cc-pilot-sites>

To Apply:

Please email a letter of application listing your skills and why you are interested in this position to Hah@hah.community or mail it to Search Committee, Harpswell Aging at Home, PO Box 25, Harpswell, 04079 by August 7, 2024.