

DRAFT

APPENDIX B Lewis Mason Thurston Area Agency on Aging Staffing Plan

Position Title	Name	Total Staff Full Time and Part Time	Position Description
Executive Director	Joy McBride (Interim)	1 FTE	Oversees administration of all agency functions, activities, and personnel. Supervises Directors. Provides personnel management and establishes agency policies and procedures. Provides advocacy for the Agency and its clients. Leads disaster and other agency planning activities.
Contracted Services Director	Joy McBride	1 FTE	Supervises Projects Coordinators, Administrative staff, provides HR management functions, and contract administration. Development of agency policies and procedures, personnel management, and participates in disaster and other agency planning activities.
Case Management Director	Jemma Williamson	1 FTE	Manages direct services for Case Management, RN, and HCRR including supervision of staff for these programs. Development of agency policies and procedures, personnel management, and participates in disaster and other agency planning activities. Administrative Hearing Coordinator.
Fiscal Director	Dan Speigle	1 FTE	Responsible for budgeting, financial management, and supervision of Accounting Specialist and Computer System Specialist. Development of agency policies and procedures, personnel management, and participates in disaster and other agency planning activities. Conducts Fiscal monitoring. Manages direct services for I&A, and Family Caregiver Support.
Case Management Supervisor	Bonnie Cook Kristine Kane Manfay Chan	3 FTE	Day-to-day supervision of case management staff and consulting RN's. Responsible for quality assurance, and training of case management staff. HCRR supervision.
Access Services Supervisor	John McBride	1 FTE	Day-to-day supervision of I&A & FCSP staff.

DRAFT

Position Title	Name	Total Staff Full Time and Part Time	Position Description
Lead Case Manager	Emily MacFarland	1 FTE	Back-up & support to CM staff, review of all incoming and outgoing CM files, participates in community meetings, coordinate client services & participate in resolving client concerns. Monitors reports.
Contracts Manager	Carrie Petit Alice Cunningham Kane Lisa Jolly Valerie Lamb	4 FTE	Develop, monitor and coordinate contracts and provide technical assistance for programs provided outside of the agency. Coordinate with Tribal partners and community providers and participate in agency planning activities.
Accounting Specialist	Barbara Sadlier	1 FTE	Payroll, accounts receivable, accounts payable.
Computer System Specialist	Julie Dasso-Moore	1 FTE	Database, personal computer and local area network support and troubleshooting.
Administrative Secretary	Mikle Yow	1 FTE	Provides general office support including staff support for Advisory Council & CoG.
Receptionist/Administrative Assistant	Janet Michaels	1 FTE	Reception, clerical assistance, staff support.
Consulting Registered Nurse/Care Coordination	Mary Gross (PT) Shawn Apperson (PT) Gillian Davis	2.6 FTE	Provides Nurse consulting services for AAA and DD Case Managers of Title XIX in- home & community residential programs.

DRAFT

Family Caregiver Resource Manager	Kathy Schroeder Joan Vance Todd Nelson Vacant	4 FTE	Information and assistance, assessment, consultation and service authorization for the Family Caregiver Support Program.
I&A/FCSP Case Aide	Nicole Fuller	1 FTE	Provides back up telephonic and in-person coverage for I&A specialists in all 3 counties. Provides FCSP screens and referral to FCRM. Participates in outreach and community events/meetings as assigned. Assists HCRR staff.
Assistance Specialist	Amanda Neville Laura Dreckman Marla Lund	3 FTE	Provides Information and assistance services, outreach, and group presentations.
Home Care Referral Registry (HCRR) Coordinator	Adena Nesbitt	1 FTE	Recruits and contracts IPs, develops publicity to inform clients and Case Managers of registry services, matches Title XIX Personal Care clients with IPs.
HCRR Program Assistant	Chelsea Carter (PT)	.5 FTE	Provides support to HCRR registry services and aids in matching Title XIX Personal Care clients with IPs.

DRAFT

Case Manager	April Michal Sarah White Deanna Warren Seriny Kunz Kathy Howard Heather Dretsch Stephanie Gottfried Rebecca Mixon Liz Fitchett Brandon Humphries Nikki Lundberg Dionne Williams Hannah Larson Buong Le Caren Paintner Nicole Espenlaub Joe Murphy Sue Kim Laura Moyer Valery Byrd Nhi Hoang Scott Pilkington Elizabeth Eichler Shannon Judy Vacant Vacant	26.0 FTE	Assessment, service plan development and implementation, reassessment and reauthorization, ongoing case management.
--------------	--	----------	---

DRAFT

Case Aide	Joan Hillier Jane Owens Emily Palguta Mara Matz Vacant	5 FTE	IP contracting and program support. Monitors IP's training requirements. Plan implementation and follow-up under the direction of a case manager.
-----------	--	-------	---

*Total Number of Full Time Equivalent = 60.1(FTE = 40 hours/week)

*Total number of staff = 61

Total number of minority staff = 8

Black – 2

Hispanic – 1

Asian/Pacific Islander - 5

Total number of staff age of 60 and older = 10

Total number of staff self-indicating a disability = 0

* When fully staffed.