

# Lake Cumberland Area Development District, Inc.

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## Request for Proposal

### In Search of Program Manager/Licensed Certified Occupational Therapist

The Lake Cumberland Area Development District is accepting Requests for Proposal (RFP) for a Program Manager/Occupational Therapist for the Older Adults Home Modification Program – a three-year grant funded program.

The RFP information document may be located on the [www.lcadd.org](http://www.lcadd.org) website and on the Lake Cumberland Area Development District's FaceBook page. The information document can also be provided at the Lake Cumberland Area Development District, 2384 Lakeway Drive, Russell Springs KY, 42642.

All Requests for Proposal should be received by **November 4<sup>th</sup>, 2021** (dated with postmark). Please place the documentation to the attention of Susan Taylor, Director of the Lake Cumberland Area Agency on Aging and Independent Living (LCAAIL) at the Lake Cumberland Area Development District (LCADD) at PO Box 1570, Russell Springs KY, 42642.

Proposals will be evaluated based on criteria that include the individual's proximity to LCADD's 10-county area, years of professional experience and the ability to satisfy the ability to dedicate the required amount of time to the program. LCADD reserves the right to reject any and all responses.

The Lake Cumberland Area Development District is an Equal Opportunity Employer (EOE).

#### **POSITION TITLE: Program Manager**

**POSITION QUALIFICATIONS:** Licensed Certified Occupational Therapist (OT) experienced in housing rehabilitation, aging in place modifications and/or other work related to the program. Applicant must have demonstrated project management experience, experienced in occupational therapy, housing rehabilitation, aging in place modifications or other work related to the project and must dedicate at least 50% (approximately 20 hours per week) of his/her time to the program.

**POSITION DESCRIPTION:** The Program Manager will assess identified eligible older American's homes for modification needs necessary to health, safety and well-being. The Program Manager will utilize a standardized assessment tool that encourages a person-centered approach. The Program Manager will be responsible for in-home assessments, completion of work orders (for necessary modifications) and the follow-up assessment and inspection of the completed modifications. Significant travel within LCADD's 10-county area will be required. The Program Manager should have knowledge of the range of low-cost, high-impact environmental modifications and adaptive equipment used to optimize the home environment and increase independence.

**ABOUT THE GRANT-FUNDED PROGRAM:** The OAHMP model focuses on low-cost, high-impact home modifications. The OAHMP model primarily relies on the expertise of a licensed Occupational Therapist (OT) to ensure that the home modification addresses the client's specific goals and needs and promotes their full participation in daily life activities. The OT is trained to evaluate clients' functional abilities and the home environment and has knowledge of the range of low-cost, high-impact environmental modifications and adaptive equipment used to optimize the home environment and increase independence.