



Title: Digital Institutionalization Residency (6 months; stipend provided)

Education: Master's Level Graduate Student in Social Work, Business Administration, Public Health, Gerontology or related field.

Summary: The Digital Institutionalization Resident at Partners in Care Foundation will be the project manager interacting with senior management to develop a digital institutionalization strategy for the organization. This function will research and review national and international digital equity strategies, work with leadership within the three main Divisions within Partners in Care to understand the digital needs of populations served by the agency. At the end of the Residency the resident will provide a report to senior management which includes proposals for a digital distribution process, specifies the resources required to implement a successful digital institutionalization strategy and includes a proposed budget for what is required to successfully implement the strategy.

Responsibilities:

1. Identify new target populations among current clients from the Community Wellness, Long Term Support Services and Short-Term Support Services Departments and identify their unique needs and barriers for digital connections.
2. Conduct focus groups with older adults to gain insight into barriers and motivations for digital literacy.
3. Investigate and catalogue sources for recruiting additional older adult participants through partnerships with senior housing centers, Meals on Wheels, physicians, health plans and Area Agencies on Aging.
4. Coordinate, explore and catalog sources for accessible and affordable digital devices, connectivity options, and digital literacy training resources.

5. Work with three Partners' Divisions to develop a digital distribution strategy and catalogue the resources required to successfully implement such a strategy, including the development of a budget for success.
6. Investigate, catalogue, and engage effective program partners and content with the goal of motivating older adults to master their devices sufficiently to participate in on-line social and wellness programs, physician visits and interactions with friends and family. Programs will provide coaching on specific chronic conditions, exercise and wellness activities, social connection opportunities, and educational and entertainment content to keep them emotionally and cognitively stimulated.
7. Review and assess the feasibility of at least two digital literacy curricula for use within the Digital Institutionalization strategy.
8. Work with Senior Management and the Development Department to develop a list of sources to secure additional funding to obtain required institutional resources, reduced cost devices and connectivity and begin to test solutions.
9. Provide overall project management across evidence-based programs.
10. Plan and facilitate meetings with various Partners' Divisions and potential external partners. Responsibilities include creating meeting agendas, facilitating meetings, and following up on agreed upon action items.

Key characteristics, skills and competencies include:

- Good judgment and an ability to exercise discretion
- Willingness to take direction, work independently and as a team member
- Strong meeting facilitation skills and the ability to work with diverse populations and personal styles
- Strong organizational, analytical and time management skills with high attention to priority and detail.
- Working knowledge of issues related to the digital divide and digital literacy as they relate to adults, veterans and other underserved populations in California.
- Ability to continually seek information and look for new approaches to processes and practices.

Minimum Qualifications:

- Master's Level Student.
- Excellent oral and written communication skills.
- Highly motivated and independent performer; enthusiastic about working in a team environment to improve the lives of underserved individuals.
- Excellent interpersonal skills; ability to work well with all styles, internally and externally is a must. Must be a team player and flexible.

- Excellent computer skills in Microsoft office to include Word, Excel, PowerPoint and database experience.
- Possession of a valid California driver's license and proof of auto insurance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Acknowledgement Verbiage:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Print Name

Acknowledged Employee Signature

Date