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November 12, 2021

My name is Pennie Garcia and am here today to present a proposal for an Anton Chico Senior Outreach Pilot Program to be created and implemented on the Anton Chico Land Grant. As a former Site Manager for the La Loma Senior Center (LLSC), I became aware of just how many elderlies were in our community and the lack of resources available to assist them in conducting activities of daily living. Many elderly adults rely on LLSC as their only source of food. Many seniors lack caregivers or available family to assist with basic care. Many seniors have limited insurance and others have no assistance to help understand benefits. The senior center faces challenges unique to rural and poor communities. The route is longer which causes issues with time constraints, budget, and procedures. When the Covid-19 pandemic began, waitlists were put aside by management and all elderly were assessed, then added to services at the senior center. Accommodations were made by the senior center and AAA to ensure that no senior was left without food when store shelves went bare. This practice revealed a more accurate picture of seniors in dire need of services. It tested the limits of resources and workforce available to meet the demand. With waitlists being pushed aside, covid safety restrictions going into place and new challenges appearing daily, it became clear that our rural, impoverished community is bursting at the seams with baby boomers coming of age and in need of resources of every kind. The senior center, as is, can only provide the bare minimum when it comes to assistance. To provide basic needs like food, the senior center has had to forego social needs, and programs that have influence in the quality of life for seniors. People must travel farther to appointments, shopping and in search of programs that provide financial assistance. Most programs are not available to rural areas like they are to people in the city.

I am invested in the well-being of Anton Chico Land Grant seniors and have volunteered countless hours to helping when able. Today I come before the legislative board asking for Junior Money to pay for operational costs, in creating a paid position for myself and an assistant to locate resources and make them accessible to seniors of the land grant. It is imperative that the Anton Chico Senior Outreach Pilot program be governed by the Land Grant and not an outside agency. This is the only way to ensure the best interest of our elderly heirs are represented and tailored to their needs in this rural setting. This pilot program would coordinate with La Loma Senior Center, other land grant organizations within Anton Chico and outside entities to bring resources the senior center currently cannot provide. We can learn to do Grant writing and explore avenues that will fund our program when Junior Money is exhausted or for expenses it cannot cover. We will organize and call for change that will positively impact the quality of life for our seniors living in this rural area.

The possibilities are limitless, here are some of the most needed resources in our area:

**Education:**

- Computer access (navigating and printing, faxing) more so now with Covid-19
- Computer training
- Medicare Benefit training
- Electronic device training (e.g., phones, tablets)
- Help with reading or writing (mail)
- Help using the phone and complicated self-directories when calling agencies
- Living wills/POA/durable medical
- Legal

**Help with applications/forms (poor eyesight, shaky hands, hard of hearing):**

- Commodities/SNAP/childcare for adopted grandkids
- Utility bill assistance
- Medical insurance plan help (obtaining caseworkers)
- Medicare and Medicaid forms
- Tax assistance
- Assisted living assistance
- Ordering online or over the phone
- Animal care (spay and neuter programs, vaccinations) Low income
- Mail order pharmacy enrollment
- Assisted living facilities
- Insurance
- Applications for low-income apartments in town (some seniors are moving into city to be closer to family, medical and resources)

**Transportation: Insurance coverage is lacking, and AAA is limited on what they can provide**

- Doctor appointments
- Therapy
- Grocery shopping
- Bank
- MVD
- Courthouse
- SSI office/HSD
- Recreation

**Home chores:**

- Wood for winter
- Weeds cut
- Trash removal
- Cleaning
- Home health care

I have an innate, God-given, gift of compassion that has drawn me to recognize the need for change in our world. I have spent months feeling powerless and defeated after leaving a job that tied my hands and limited the amount of help, I could provide for the desperate faces I saw every day. Those limits were not the result of lack of resources. They were the result of those in power that lacked vision on their capacity of responsibility to the people of our community. I am not a politician, nor do I have the desire to be one. I pray to God for ways to make substantial change, in the world around me. I want to access my potential and be an advocate for those in need all while still being able to provide for the needs of my family. God put me in touch with an amazing legislative representative, who planted a seed in my head. I now sit here before you, ready to learn, asking for funding to create a job. I believe it will lead to a career of building avenues in our community that will help our people to thrive, take pride in our community and create more opportunities for our land grant heirs.

By choosing to focus on the elderly, whom are most in need, this pilot program can open doors for multigenerational programs that will benefit the entire community. There is no limit to future endeavors if we are successful. I am willing to dedicate my knowledge and experience. I am willing to

pledge to continually educate myself and share knowledge with others in my community. We will unite in common goals. It is my vision that this program stands alone and provide inspiration to others in my community to stand up and seek positive change. However, I believe paring this program with another pilot program targeting the needs of children, and educating the public on their land grant rights, and responsibilities will instill a sense of duty for others to become involved in community efforts.

I have been put in touch with organizations and people willing to guide me through processes to make this pilot program a reality. I have contacted many of those leads and intend on contacting more people and organizations. I will utilize any and every resource made aware to me to make this a reality. With your support, knowledge and access to other resources, this program is attainable. I hope that it will inspire other land grants and their heirs, to put in the work, and help themselves to a better future for their rural, impoverished communities.

Here are some figures I have gathered, and I am hoping for most of it to be funded through Junior Money:

**Senior Resource Advocate**

(Full time, E-15 comparable to beginning salary for a Senior Center Manager)

- \$48, 859.20 per year (\$65, 956.80 per year with benefits)

**Senior Resource Advocate Assistant (part time 6 hours per, beginning)**

- \$20, 160 per year (\$27,216 per year with benefits)

**CPA/Bookkeeping quote:**

- \$255-\$300 a month for bookkeeping, payroll, monthly CRS
- \$3,060 -\$3600 Annually

**Operating costs we will seek funding from other sources:**

- Economic Development Center Rent
- Phone Service
- Computer
- Office supplies
- Vehicle
- Travel expenses

I am grateful to you and any considerations you have make for this project.

Sincerely,



Pennie Garcia

Community Member/ Parent of Land Grant Heirs

ANTON CHICO LAND GRANT



Est. 1822

AN EQUAL OPPORTUNITY/REASONABLE ACCOMODATION EMPLOYER

ANTON CHICO LAND GRANT

## Senior Resource Advocate

Bargaining Unit: No Union

### SALARY RANGE

\$23.49-\$37.27 Hourly  
\$1879.20-\$2,981.60 Biweekly  
\$48,859.20-\$77,7521.60 Annually

#### FLSA:

Exempt

#### POSITION SUMMARY:

**Research, design and build a Senior Citizen Resource/Advocate Center. Create policy, supervise, plan and coordinate operations of the center within the Anton Chico Land Grant; coordinate activities with other organizations within the Land Grant, outside agencies and the public.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job descriptions are not intended to reflect all duties performed within the job.*

#### SUPERVISION RECEIVED AND EXERCISED:

Consult and coordinate with Land Grand Board of Trustees and the heirs of the Anton Chico Land Grant.

Exercise direct supervision over professional, technical, clerical and volunteer staff.

#### ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Coordinate the organization, staffing and operational activities for the Resource Center.
2. Participate in the development and implementation of goals objectives policies, and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned Resource Center services; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate Resource Center Personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

6. Oversee the recruitment, utilization, and scheduling of volunteers; assist in the development of formal volunteer recognition; provide guidance, training, and technical assistance to volunteers.
7. Develop survey instruments and conduct surveys of the program participants to determine participant needs; interpret and record survey results; implement program plans to address identified needs.
8. Participate in the development and administration of a signed budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and improve expenditures; recommend adjustments as necessary; oversee the collection and depositing of revenues in accordance with City policies.
9. Provide staff assistance to other employees; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
10. Develop and monitor a variety of special programs, activities, and events to target and accommodate a diverse participant population.
11. Coordinate senior activities with those of other divisions and outside agencies and organizations.

**SUPPLEMENTAL FUNCTIONS:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of social service.
2. Respond to public inquiries in a courteous manner; provide information regarding various programs for older adults.
3. Maintain a mandatory 24 hours 7 days a week on call status for facility emergencies including water damage, vandalism, or burglary.
4. Maintain and monitor the inventory, maintenance, and security of assigned facility; coordinate maintenance and repairs; monitored alarm system and equipment and repairs.
5. Perform related duties and responsibilities as required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in gerontology, sociology, recreation, or business administration; and

Four years of senior or community recreation service program management experience; and

To include two years of supervisory experience.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico driver's license, or the ability to obtain by date of hire.


Possession of a City operator's permit (COP) within six months from date of hire.

Possession of a valid CPR certificate within six months from the date of hire.

Possession of a valid first aid certificate within 6 months from date of hire.

Possession of a valid cash handling certificate within six months from the date of hire.

**PREFERRED KNOWLEDGE:**

<p>ANTON CHICO LAND GRANT</p>  <p>Est. 1822</p> <p>AN EQUAL OPPORTUNITY/REASONABLE ACCOMODATION EMPLOYER</p> <p>ANTON CHICO LAND GRANT</p>	<p><b>Senior Resource Advocate Assistant</b></p> <p>Bargaining Unit: No Union</p>
<p style="text-align: center;"><b>SALARY RANGE(Part time 6hrs)</b></p> <p style="text-align: center;">\$14.00-\$18.63 Hourly \$840 – \$1117.80 Biweekly \$20,160 -\$26,827.20 Annually</p> <p><b>FLSA:</b> Exempt</p> <p><b>POSITION SUMMARY:</b></p> <p><b>Assist Senior advocate in research, design and building a Senior Citizen Resource/Advocate Center. Assist in creating policy plan and coordinate operations of the center within the Anton Chico Land Grant; coordinate activities with other organizations within the Land Grant, outside agencies and the public.</b></p> <p><i>Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job descriptions are not intended to reflect all duties performed within the job.</i></p> <p><b>SUPERVISION RECEIVED AND EXERCISED:</b></p> <p>Consult and coordinate with Land Grand Board of Trustees and the heirs of the Anton Chico Land Grant.</p> <p>Exercise direct supervision over professional, technical, clerical and volunteer staff.</p> <p><b>ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:</b></p> <p><b>ESSENTIAL FUNCTIONS:</b> (Essential functions may include, but are not limited to the functions listed below)</p> <ol style="list-style-type: none"> <li>1. Coordinate the organization, staffing and operational activities for the Resource Center.</li> <li>2. Participate in the development and implementation of goals objectives policies, and priorities; recommend and implement resulting policies and procedures.</li> <li>3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with staff; implement improvements.</li> <li>4. Assist and oversee the recruitment, utilization, and scheduling of volunteers; assist in the development of formal volunteer recognition; provide guidance, training, and technical assistance to volunteers.</li> <li>5. Conduct surveys of the program participants to determine participant needs; interpret and record survey results; implement program plans to address identified needs.</li> </ol>	

6. Participate in the development and administration of a signed budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and improve expenditures; recommend adjustments as necessary; oversee the collection and depositing of revenues in accordance with policies.
7. Provide staff assistance to other employees; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
8. Monitor a variety of special programs, activities, and events to target and accommodate a diverse participant population.
9. Coordinate senior activities with those of other divisions and outside agencies and organizations.

#### **SUPPLEMENTAL FUNCTIONS:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of social service.
2. Respond to public inquiries in a courteous manner; provide information regarding various programs for older adults.
3. Maintain a mandatory 24 hours 7 days a week on call status for facility emergencies including water damage, vandalism, or burglary.
4. Maintain and monitor the inventory, maintenance, and security of assigned facility; coordinate maintenance and repairs; monitored alarm system and equipment and repairs.
5. Perform related duties and responsibilities as required.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Associate's degree from an accredited college or university in gerontology, sociology, recreation, or business administration; and

Two years of senior or community recreation service program management experience; and

To include two years of customer service experience.

#### **ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico driver's license, or the ability to obtain by date of hire.

Possession of a City operator's permit (COP) within six months from date of hire.

Possession of a valid CPR certificate within six months from the date of hire.

Possession of a valid first aid certificate within 6 months from date of hire.

Possession of a valid cash handling certificate within six months from the date of hire.

#### **PREFERRED KNOWLEDGE:**

- Operational characteristics, services, and activities of a senior center program
- Modern and complex principles and practices of social service
- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.

- Maintain records and submit reports related to grant opportunities.
- Principles and practices of recreational programming
- Gerontological theories, principles and practices and their application to the older adult
- Principles of municipal budget preparation and control
- Principles of supervision, training, and performance evaluation
- Modern office procedures, methods and Equipment including computers
- Pertinent federal, state, and local laws, codes, and regulations

**PREFERRED SKILLS AND ABILITY:**

- Analyze and assist programs, policies and operational needs and make appropriate adjustments
- Respond to requests and enquiries from the General Public
- Interpret and explain policies and procedures
- Prepare clear and concise reports
- Develop and administer division goals, objectives, and procedures
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply federal, state, and local policies, laws, and regulations
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of city and other government officials, community groups and public
- Perform the essential functions of the job with reasonable accommodation

**WORKING CONDITIONS:**

**Environmental:**

Office environment, home visits, travel, community involvement.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time.