

COUNCIL ON AGING DIRECTOR

Job Description

Definition:

Professional, supervisory, administrative, and social service work in developing and implementing programs to serve the community's elder citizens; all other related work as required.

Supervision:

Works under the policy direction of the Council on Aging and Town Manager.

Supervises van driver(s) and employees in the Town's Tax Work-off program.

Job Environment:

Work is performed in typical office setting, with occasional variable site conditions.

Makes frequent contacts requiring perceptiveness, confidentiality, discretion and needs' assessment with senior citizens, other Town departments, State and local agencies, and organizations serving senior citizens. Must clear a personal CORI check.

Has access to confidential information concerning program participants and their families.

Essential Functions:

Performs varied and responsible professional duties requiring initiative and judgment in conducting service programs, supervising employees, and in dealing with problems of the elderly.

Supervises and conducts social, educational, recreational, and health programs for senior citizens following the policies of the Council on Aging; confers with State and local officials, and professional and community organizations to develop better ways to meet the needs of senior citizens.

Provides a variety of social, health and information services; answers questions and provides information by telephone and in person; provides direct counseling to senior citizens; maintains related files and records; assists senior citizens in filing applications for assistance programs or information.

Makes proper referrals and placement in the community; provides referrals to other service agencies for community members not yet senior citizens.

Responsible for administering the CORI process for all staff and volunteers.

Prepares and administers the department's budget; informs the Council on Aging and Town Manager of pending Federal or State grants and prepares grant applications and administers grants received with Council's approval; makes recommendations for the revision or expansion of service programs; publicizes and promotes services and programs available to elders through the local media and community organizations; prepares department report for Annual Town Report.

Participates in a variety of local and regional efforts to expand and improve services to elders, including coordination with local, regional, and state organizations.

Works directly with media promoting department events; compiles, writes and distributes newsletter in printed and electronic forms.

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Supervises, directs, and coordinates the activities of subordinates; instructs and trains in duties and responsibilities, practices and procedures; assigns and monitors work activities; assures compliance to established standards; maintains discipline.

Performs other similar or related duties as required or as situation dictates.

Physical Requirements:

Occasional moderate physical effort required in preparing for programs and assisting clients. Ability to assist in the movement of mobile and semi-mobile program participants.

Recommended Minimum Qualifications:

Education and Experience: Associates Degree preferred in health and human services or related field; two years of experience in human services working with the elderly, in a social service or public health position or in a related field; or any equivalent combination of education and experience.

Knowledge, Ability and Skills: Thorough knowledge of the Federal and State services and local resources available to the elderly. Ability to develop effective and constructive working relationship with elder citizens, service providers, human service agencies, and the general public. Compassion for the elderly.

Ability to anticipate specific needs of mobile and immobile elderly. Ability to understand the socioeconomic background of the Town and residents.

Ability to prepare and manage COA budgets and finances. Ability to prepare and administer grants. Ability to train and supervise employees and volunteers effectively. Ability to communicate effectively both orally and in writing.

Computer literacy necessary.

Approved by Board of Selectmen 11/14/16