

COUNCIL ON AGING DIRECTOR

Position Purpose:

The purpose of this position is to perform professional, administrative and supervisory work in developing and implementing the programs and services of the Council on Aging to meet the needs of and enhance the quality of life of the town's senior population; performs all other related work as required.

Supervision:

Supervision Scope: Exercises considerable initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services and goals, and in the direction of personnel; employee is required to work in conjunction with the Council on Aging Board in formulating policies and department goals. Manages a large force of volunteers to maintain programming and services.

Supervision Received: Reports to the Town Administrator, functioning independently. Refers specific problems to the Town Administrator as required. The Council on Aging Board, through its Chair, provides the administrative direction in implementing policy and goals.

Supervision Given: Senior tax workers and senior center volunteers.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Interacts with the town's senior citizens, the general public, other town departments, officials, and social service organizations.

Has access to department-related confidential and/or sensitive information about elderly clients including financial and medical records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

Errors in judgment could result in hardship to the town's senior citizen population, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Supervises Senior Tax Write Off individuals; provides reporting for the Senior Tax Write off program and interviews candidates in the program and coordinates the paperwork once individuals are placed in positions.

Involved with the SHINE program and assists with insurance for elderly and help seniors with decisions.

Oversees the fuel assistance program and other programs benefiting elders.

Prepares and submits grant applications to outside sources for program funding; administers when received.

Prepares and submits annual department budget and all required annual reports.

Produces various informational materials related to monthly events and activities including newsletter and calendar.

Schedules events in-house and outside events; coordinates and executes field trips; and organizes health seminars for all citizens.

Keeps abreast of the community's elderly population needs and develops programs and services to address such needs.

Maintains up-to-date resource list providing public, private, non-profit, civic, religious, fraternal and/or educational assistance.

Maintains inventory of department equipment and supplies, ordering when necessary.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in human services, social work, gerontology, public administration or related field; at least three and up to five years' experience in working with senior citizens; or any equivalent combination of education and experience.

Special Requirements:

Must possess a valid motor vehicle operator's license

Knowledge, Ability and Skill:

Knowledge: General knowledge of the process of aging and of appropriate social activities and resources available to senior citizens. Knowledge of grant writing techniques. Knowledge of

federal and state regulations pertaining to programs for senior citizens. General knowledge of counseling of the elderly.

Ability: Ability to use initiative, persuasion, tact and judgment in dealing with the state and regional organizations, the senior citizens, service providers, and the general public. Ability to prepare and manage budgets and departmental finances. Ability to train and supervise employees and volunteers effectively. Ability to communicate clearly and concisely, both orally and in writing. Ability to interact with the seniors in an empathetic, compassionate, and sensitive manner. Ability to operate standard office equipment. Ability to develop innovative cost-effective programs to meet community needs.

Skills: Skill in all of the above listed tools and equipment. Proficient on the MS Office software applications. Superior persuasiveness, resourcefulness, and discretionary skills. Excellent customer service skills. A high level of patience and persistence.

Physical Requirements:

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.

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Occasionally lifts/moves objects weighing up to 10 pounds. May assist seniors get on and off of the van. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)