

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, program development and services and goals, and in the direction of personnel; (employee works in conjunction with the Council on Aging Board in program development).

Supervision Received: Reports to the Town Manager. Refers specific problems to the Town Manager as required.

Supervision Given: Directly supervises all department employees including Outreach Coordinator, Transportation Coordinator, and shared Office Assistant as well as on call Van Drivers, service providers/instructors and volunteers.

Job Environment:

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

Operates an automobile, 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, social service organizations, and COA Directors and organizations in the Cape.

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.)

Administers, directs and coordinates all the services and programs of the Council on Aging in an effort to meet the needs that have been identified in the community, such as: transportation

to medical appointments, home health services, legal aid, income tax and fuel assistance, Medicaid, Medicare, Medigap assistance, alcohol and substance abuse counseling; information and referral elder lunches, meals-on-wheels, outreach and assessments, health and fitness programs, support groups, education and recreation.

Supervises and coordinates duties of all staff members, volunteers, teachers and professionals engaged in various operations for the Council on Aging; assigns work; conducts annual employee evaluations and recommends personnel actions.

Responsible for oversight of physical plant wherein the Council on Aging conducts its activities, purchasing of all furnishings and equipment, and for planning (in collaboration with the COA Board) appropriate Council on Aging facilities when needed, and as directed by the Town Manager.

Responsible for researching and purchasing town owned vehicles and Cape Cod Regional Transit Authority vehicles for the Council on Aging.

Serves as staff liaison to the Council on Aging Board, meeting on a regular basis (typically on a monthly basis) to exchange ideas, new funding sources, etc.

Prepares annual budget; supervises payment of bills; monitors expenditures; verifies bi-weekly payroll.

Writes grant proposals for federal, state or private funding and normally administers these grants when funded.

Assists in preparation of monthly newsletter, serving as editor and writer; helps create brochure of COA's programs and activities; reports regularly to the Town Manager on the status of current activities, programs and services of the Council on Aging.

Maintains updated information on the COA webpage.

Participates in local and regional efforts to expand and improve services to elders; works with other town departments to ensure effective, efficient municipal operations and administration.

Attends training and educational seminars to maintain current knowledge of programs/services/opportunities and laws, rules and regulations relating to the elderly and persons with disabilities.

Leads the Council on Aging public relations efforts to inform residents, town departments, town boards, outside agencies and providers by: preparing and distributing flyers; preparing and placing announcements in local newspapers, preparing and distributing emails, maintaining the department website and participating in the administration of programs.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in social work, gerontology, public management or related field; three years of experience working with senior citizens in a social service, health or related position; municipal experience or experience delivering services in a public setting; or an equivalent combination of education and experience.

Special Requirements:

A valid motor vehicle operator's license is required.

CPR, AED, First Aid Certified

CORI Certification

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, 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 resourcefulness and discretionary skills required. 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.

Regularly required to maintain a stationary position, move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office objects. Ability to communicate with members of the public and exchange accurate information. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Ability to move/ set up small equipment (up to 30

lbs).

(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.)

LIUNA- position
35 hours per week