

SENIOR SERVICES-COORDINATOR

JOB SUMMARY

Promotes creation of and directs local programs that promote the health and welfare of senior citizens. Seeks grants to assist in the creation and running of senior activity programs.

SUPERVISION RECEIVED

Performs assigned functions and duties independently under the supervision of the Recreation Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Selects programs appropriate to particular group goals, level of development, needs, capacities, and interests of seniors.

Involves seniors in planning and assuming responsibility for services and activities.

Helps seniors, through group experience, to develop attitudes and social skills for improved life styles and community responsibility.

Coordinates programs of other government, charitable, and religious organizations to promote cost-effective services to the senior population, and avoid duplication.

Researches and writes grants for funding that may be available for senior programs, activities, and equipment (e.g. a mini-bus for transportation, heart defibrillator, etc.).

Prepares and distributes public information materials dealing with senior issues.

Participates in discussions with community leaders and other interested parties to promote the objectives of Senior Services programs and seniors.

Recommends changes in Town policy to promote the interests of seniors.

Conducts studies, prepares reports, and advises public and private sector administrators on feasibility, cost effectiveness, and regulatory conformance of proposals for special projects or ongoing programs in such fields as transportation or healthcare.

Consults with Selectmen, Town Administrator, Senior Affairs Committee, and other service councils to discuss overall intent of programs or projects, and determines broad guidelines for services, based on knowledge of the senior population and their needs.

Maintains knowledge of Town Policies and direction of senior programs in the area.

Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Must possess excellent written and oral communication skills, demonstrated ability to establish and maintain effective working relationships with different people and groups, elected officials, other town department managers and professionals. Proficient with Microsoft office including Word and Excel. Must be well organized, detail-oriented, flexible, and decisive. Knowledge of municipal budgeting a plus. Able to coordinate and manage several programs simultaneously, quickly analyze and resolve specific problems, and meet deadlines.

MINIMUM QUALIFICATION REQUIRED

Associates degree in Human Service Administration, Social Welfare, Health Care, or Public Administration. Three to five years related experience in related field; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge skills and abilities. Academic studies in social work value and ethics, dealing with a culturally diverse clientele, at-risk populations, promotion of social justice, human behavior and the social environment, social welfare policy and services, social research methods, and field education desirable.