

Town of Hamilton

POSITION DESCRIPTION

Position Title: Senior Services and Program Coordinator

Department: Council on Aging

Reports To: Council on Aging Director

Hrs. /Week: 15 hours

Position Status: Non-Exempt

Salary

Classification: Grade 7

Position Summary/Purpose:

Under the general direction of the Council on Aging Director develop and implement programs, activities and services that meet the social, recreational and incidental care needs of elderly residents of the Town.

Supervision:

Supervision Scope: Performs varied and responsible professional and administrative duties requiring a strong knowledge of senior services available within the region.

Supervision Received: Works under the general direction of the Council on Aging Director, following professional standards, procedures and policies.

Supervision Given: May provide direction to visitors to the Senior Center during Director's absences.

Essential Job Functions:

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

- Assist in the development of programs and activities that will benefit the elder population in the community, both social services and recreational programs
- Outreach to community to define needs, facilitate access to services, make appropriate referrals, and provide direct assistance.

- Actively seek new clients, solicit and accept referrals from private individuals, social service agencies, community organizations or other relevant entities
- Assess the recreational fitness, health, personal enrichments and educational needs of the senior population and develop activities and events designed to meet established needs
- Recruits qualified instructors, paid and volunteer. May lead certain activities if appropriate, needed and time permitting
- Identify and seek funding sources for activities and programs
- Produce both monthly write-ups for newsletter as well as promotion of activities and programs through social media and other outlets
- Provides support for Director on a daily as needed basis
- Able to work flexible hours
- Performs all other duties as assigned

Other Functions:

- Perform similar or related work as required, directed or as situation dictates
- Continue training and professional development; keep current within geriatric field
- Assist other department staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

Bachelor's Degree in Social Work with one to three years' experience working with elders.

Bachelor's Degree in other field three to five years' experience working with the elderly. .

Masters in Social Work preferred.

Knowledge, Ability and Skill:

- Working knowledge of the principals and practices of modern professional and social work methods
- Thorough knowledge of the elder community needs and resources. Strong research and analysis skills
- Ability to identify needs of a social and recreational nature along with ability to carry through on finding and creating programs, activities, resources to assist elders
- Ability to maintain detailed and accurate records and data bases; skilled in the use of relevant software such as Microsoft Office

- Ability to provide backup oversight of departmental operations in order to meet programming commitments
- Excellent interpersonal, listening, communication, organizational and observational skills with outgoing personality; strong ability to multi-task and think ahead with follow through and attention to detail

Job Environment:

Administrative work is performed in a moderately noisy office with frequent interruptions from service providers and agencies, the public and Town employees to provide information and deal with related issues and problems

Requires the operation of a motor vehicle to attend meetings, telephones, town computer, copiers and other standard office equipment

Makes frequent as well as periodic contact with elder residents; errors in judgement or omissions could result in legal ramifications and/or potential liability to the Town.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personal actions and is subject to change by the employer as the needs of the employer and requirements of the job change)