

CONSULTANT FOR SUPPORTIVE SERVICES TO THE AGING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for providing professional consultation to nutrition project staff in the areas of education, health, recreation and other support services available to senior citizens. Investigates available sources to senior citizens in the community, reviews their effectiveness and scope, and makes recommendations for improving them. Conducts out-reach and trains volunteers and student interns in support services. Supervision is given to project staff and responsibility also includes the recruitment and training of volunteers and student interns. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Investigates resources available to senior citizens in the community via public and private agencies;

Meets with agency representatives to determine the accessibility of services and to develop ways to improve their availability;

Conducts out-reach programs to educate and inform the community of available resources for senior citizens;

Researches and establishes viable techniques by which information can be communicated to senior citizens;

Monitors and evaluates nutrition projects sites to insure program compliance and to insure maximum usage and effectiveness;

Makes recommendations for possible improvements at the nutrition sites to the Coordinator - Nutrition Program for the Elderly;

Recruits and trains volunteers and student interns in the area of support services for the aging.

Develops training proposals for reimbursement.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of resources available to senior citizens in Westchester County; good knowledge of social case work principles and techniques; ability to recruit and train a support staff; ability to meet and deal with people effectively; ability to communicate well both orally and in writing; resourcefulness; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and either (a) a Master's Degree* in Social Work and two years of social work experience; or (b) four years experience as indicated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Competitive
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Job Class Code: C1260
Job Group: X