

ASSISTANT DIRECTOR - OFFICE FOR THE AGING
(Town of Eastchester)

GENERAL STATEMENT OF DUTIES: Assists in the administration of the Office for the Aging; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible work in assisting the Director - Office for the Aging in the design, implementation, supervision, management and the generation and direction of programs for the Office for the Aging that provide informational and direct social, educational and recreational services to the town's aged population and the procurement and monitoring of Federal, State and private sector financing for these programs and services. An incumbent in this position is also responsible for the performance of a full range of social casework for the elderly. Supervision is exercised over the work of subordinate personnel, including professional, clerical staff and volunteer staff.

EXAMPLES OF WORK: (Illustrative Only)

Assists in planning, developing and implementing agency programs;

Assists with supervising agency staff;

Oversees and monitors ongoing agency programs i.e., Cluster House Cleaning Bed and Bath Service, Transportation Service, Food Shopping Program for Elderly;

Makes presentations at various community meetings, functions and facilities regarding problems and concerns of the aged;

Attends and participates in conferences, workshops and seminars;

Assists in the preparation of the department-operating budget, grant funding applications, budgets and proposals;

Participates in the maintenance, preparation and generation of all necessary records, reports, logs, schedules and statistical data;

Provides confidential, face-to-face, social work assessments for elderly clients;

Prepares care plan, advises clients/caregivers of available entitlements, community resources;

Assists clients with community referrals, arranges/authorizes services;

Maintains all necessary forms and records pertinent to a case.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the social, medical, economic and recreational needs and concerns regarding the aged; good knowledge of local, state and federal rules, regulations, ordinances and laws regarding the aged; good knowledge of health and social care systems, community agencies and organizations that provide services to the aged; skill in interviewing, writing, recording; ability to establish and maintain successful relationships with clients; ability to supervise the work of others; good judgement; tact; courtesy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree and three (3) years of professional or administrative experience in the field of aging; (b) graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in Gerontology, Social Work, Sociology or Behavioral Science and two (2) years of professional or administrative experience in the field of aging; or 3) a Masters Degree in Gerontology or Social Work and one (1) year of professional or administrative experience in the field of aging; or d) a satisfactory equivalent combination of the foregoing training and experience.

Note: A certificate in Gerontology may be substituted for the required experience on the basis of 30 credits per year of experience.