

COORDINATOR - SENIOR CITIZEN SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent administers the senior citizen program for the municipality and is responsible for planning, organizing, coordinating and implementing a variety of services to enhance the quality of life and the well-being of senior citizens. This position is responsible for directing the day-to-day administration of various activities/programs designed to meet the needs of the aging population. The incumbent coordinates the provision of services to the participants and promotes these programs which address the recreational, social, emotional, and nutritional and health needs of the client population. The incumbent may interact with other Senior Citizen Program staff, including professionals, (i.e. medical personnel, social workers, nutritionists,) to determine what additional services may need to be provided to program participants. Supervision may be exercised over subordinate personnel. Does related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs, coordinates and implements a wide range of activities tailored to meet the specific needs and interests of the elderly;

Designs program that address the social, physical and emotional needs of the senior population; the programs include various in-house activities as well as sub-contracted services geared toward enhancing their quality of life;

Administers professional development of employees which include training and supervision of staff for the nutrition program, transportation program and clerical support;

Assists in the preparation of budget estimates for the senior citizen program;

Compiles and submits monthly reports to immediate supervisor for review;

Coordinates and directs special events and fund-raising activities to attract seniors and stimulate interest;

Solicits informational and educational materials to promote public awareness and participation in sponsored services;

Provides guidance and, where necessary, assistance, in a wide variety of personal service areas involving the elderly population (i.e. housing, social security, Medicare, welfare, food stamps, or similar programs);

Organizes and directs volunteer participation by the seniors in the center and/or community;

Organizes and monitors the scheduling of a bus service providing transportation for seniors to ensure accessibility of programs and services;

EXAMPLES OF WORK: (Illustrative) (Continued)

Maintains direct contact with Local, County, State, and Nationwide agencies that provide information and services to the senior population;

Establishes and maintains liaison with local and county officials, community leaders and groups to obtain their cooperation and support of programs and services and coordinates these services with other community agencies, as needed;

Assesses the needs of the aging population, from the frail elderly to the active senior; supervises and maintains all necessary records, reports, and statistical data pertinent to their well-being;

May design publications and monthly calendar to keep participants informed of events and/or changes in the community;

May serve on community councils and/or committees, as appropriate;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the social, medical, economic and recreational needs and concerns regarding the senior population; thorough knowledge of those types of activities suited to the aged; good knowledge of health and social care systems, community agencies and organizations that provide services to the aged; good knowledge of evaluation and assessment methods; good knowledge of the principals of Federal and State regulations governing programs for the aged; ability to maintain effective working relationships with subcontractors, community and corporate leaders, and County departments; ability to motivate and encourage individuals; ability to prepare written material; ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software; ability to assume a position of leadership; the willingness and capacity to understand and act on the problems of the elderly; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position: patience; tact; initiative; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Social Work, Recreation Administration, Therapeutic Recreation, Psychology, Gerontology, Human Services or related social service degree and two years of professional experience in the planning, development, and/or administration of programs and services for the elderly; or (b) a Bachelor's Degree* and three years experience as described in (a) above.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree in any of the fields specified in (a) above may be substituted on a year for year basis for up to two years professional experience in the planning, development and/or administration of programs and services for the elderly.

*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 Education Department as a post-secondary, degree-granting institution.

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