

DIRECTOR - OFFICE OF ELDER AMERICANS  
(Town of Mount Pleasant)

GENERAL STATEMENT OF DUTIES: Administers the Office of Elder Americans and supervises case work services to senior citizens; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation, an incumbent of this class assumes administrative responsibility for the design, implementation, supervision and management of the programs of the Office of Elder Americans which provides informational and direct social and educational services to the Town's aged population. The incumbent is responsible for the fiscal and programmatic management of programs as well as the procurement of Federal, State, and private sector financing for programs and services. In addition, the incumbent acts as a case manager for elder clients enrolled in the Town's program. Supervision is exercised over program personnel on a direct as well as on-call basis.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and monitors agency programs, goals and objectives and supervises agency staff;

Contacts public officials, community leaders and groups to obtain their cooperation and support of services and programs, and coordinates these services with other community agencies;

Provides/supervises case work services to senior citizens, acting as case manager for the program;

Supervises the operations of the Town's Nutrition Program;

Organizes and promotes programs that provide transportation and other services for clients to ensure the accessibility of programs and services;

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

Attends and participates in conferences, workshops and seminars and develops and conducts training programs for staff and volunteers;

Delegates assignments to office personnel;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Initiates, prepares and generates the department operating budget, grant funding applications, budgets and proposals and presents same to the appropriate authority for approval;

Supervises, creates and designs and participates in the maintenance, preparation and generation of all necessary records, reports, logs, schedules and statistical data;

Acts as liaison between the Town and potential public and private sector funding sources;

Recruits, interviews and recommends hiring of departmental staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the social, medical and economic needs and concerns of the elderly; thorough knowledge of local, state and federal rules, regulations, ordinances and laws regarding the elderly; thorough knowledge of health and social care systems and governmental, community agencies and organizations that provide services to the elderly; good knowledge of the techniques involved in determining need for services and arranging for such assistance; good knowledge of the principles and practices of social casework; good knowledge of the sociological and psychological aspects of the elderly population; ability to establish and maintain effective working relationships, deal with the aged and supervise the work of others; ability to communicate effectively both verbally and in writing; good judgment; tact; courtesy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) a Bachelor's Degree\* in Recreation, Education, Psychology, Sociology, Gerontology or closely related field and four (4) years of paid experience in providing programs or services to an elderly population; or b) a Master's Degree\* in a field in (a) above and three (3) years of experience as in (a) above; or c, a satisfactory equivalent combination of the foregoing training and experience.

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