

## COUNCIL ON AGING DIRECTOR

### Definition:

Department Head is responsibility for the development of and the implementation of programs and services adopted by the Council on Aging (COA); maintain an active informational and referral service for senior citizens and their families; coordinate and promote senior center activities.

### Supervision:

Works independently under the administrative direction and guidance of the COA.

- oversees meal operation personnel
- supervises assistant staff hired for full and part-time work
- supervises janitorial staff assigned to senior center
- supervises outreach worker

### Distinguishing Characteristics:

Works in a senior center environment.

Makes frequent outside contact with senior citizens, elder service organizations and resources, state agencies and community groups and individuals.

Respects and preserves confidentiality of information gained in the course of work.

Errors and oversight could result in delay, confusion and impaired service.

Flexible working hours for occasional special events.

Standing, walking and bending are essential functions of the job.

### Essential Functions of the Job:

1. Actively assists COA in the development and implementation of programs and services for the Town's senior population.
2. Works in a team relationship with the COA to set agendas, prepare for and run monthly COA Meetings.
3. Provides structure and leadership to COA committees.
4. Maintains statistics and prepares reports which highlight utilization of COA programs and services for planning purposes.
5. Publicizes COA activities and events through monthly activity calendar, press releases to local newspapers, preparation and mailing of COA Newsletter and use of local access channel.
6. Provides information and referral service for senior citizens and their families with an up-to-date file of resources.
7. Coordinates and oversees the planning of interesting senior center programs and special events which engage seniors and meet their needs for entertainment, health awareness, education and creativity.
8. Increase public awareness by speaking to groups and organizations about COA goals and services.
9. Researches and prepares grant proposals for formula grant awards and discretionary grants awarded by the Office of Elder Affairs and others.
10. Assists senior citizens in completion of fuel assistance applications and any other resources for which they might be eligible.
11. Assists in budget preparation and oversees the use of COA budget and other funds in accordance with good practices.
12. Takes responsibility for office files, mail and supplies.

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13. Notifies appropriate COA members of the Ayer Housing Authority about needed repairs and building maintenance to ensure building availability and safety.
14. Act as a liaison between newly formed Ayer Friends of Council on Aging, Inc and Council on Aging Board. Attends all monthly meetings.
15. Prepares monthly report for the COA Board and other Town Departments.
16. Meets with other area providers and home health agencies in serving as a liaison to seniors in Ayer.
17. Develops Outreach Programs to identify isolated and/or elders-at-risk. Supervises Outreach Worker and volunteers. Assume duties of Outreach Worker in their absence. Develop short and long-term goals for the COA (an immediate goal is a Needs Assessment and researching alternate site for senior center).

### Minimum Qualifications:

College or professional degree in social work, human services, public administration, gerontology or related field experience in the human service field, preferred but not required. Prior program of facility administration helpful or any combination of education and experience.

### Knowledge, Ability and Skill:

Should have a working knowledge of the elder service network and of pertinent state and federal law and funding sources. Should have a pleasant personality and be flexible and able to interact well with others. Should have the ability to communicate clearly and concisely, orally and in writing. Should have the ability to interact in an empathetic and non-judgmental manner with seniors.

Should have the ability to initiate programs and to motivate others. Should be a self-starter. Should be able to work in a team relationship with COA members and volunteers.

Approved 5-01