

COUNCIL ON AGING COORDINATOR

Statement of Duties: The Council on Aging Coordinator is responsible for the delivery of services to meet the social and nutritional needs of the elderly population of the Town of Worthington.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for the implementation of COA programs and services in accordance with the COA Board's policies; prepares written reports as necessary
- Identify needs and respond to requests for assistance from seniors or family members with information on services available through COA and other local/regional organizations
- Recruits, supervises and trains volunteers and prepares their work schedules
- Plans meeting agendas and attends all COA and other municipal meetings as requested; recommends appropriate policies to the COA for consideration
- Develop working relationships with other Town boards and commissions to enhance COA services and make Worthington an "Age Friendly" community
- Prepares, edits and distributes the COA's monthly newsletter
- Acts as an advocate for the needs of elders and their families in the Worthington community
- Files EOEA formula grant applications and prepares annual report for the State department of Elder Affairs
- Works with the COA Board, Selectboard and Finance Committee to prepare the department's operating budget
- Processes accounts payable including the purchase of supplies and equipment in support of department operations
- Works with the SHINE and HOPE programs
- Receives requests for information and answers correspondence
- Coordinates recreational activities for elders in the community
- Maintains open lines of communication with other municipal departments as well as with area and state agencies
- Maintains knowledge of the elder service profession through peer association as well as attendance at seminars and workshops
- Performs a variety of related duties

Supervision Required:

The employee works under administrative direction of the COA Board, working from municipal policies and objectives; the employee establishes short and long-range strategic plans and objectives, department performance standards and assumes direct accountability for department results. Consults with the Selectboard where clarification, interpretation, or exception to municipal policy may be required. The employee recommends and implements departmental policies, operating procedures goals, objectives and operating budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility:

The employee as a regular part of the job is required to provide direction and guidance to volunteers assisting them with the completion of their assigned work. The employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised and is not responsible for taking any disciplinary action.

Confidentiality:

In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files and client records

Judgment:

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity:

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment:

The work is in typical office setting. Employee may be required to work beyond normal business hours to attend evening meetings or to respond to client concerns.

Nature and Purpose of Public Contact:

Relationships are constantly with the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, state agencies and the news media. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Recommended Minimum Qualifications:

Education and Experience: Associate's degree in Public/Business Administration, Social Work or a related field; 3 years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: CORI certification is required as a condition of employment CPR and Defibrillator Certification is required within 60 days of appointment; valid Class D Motor Vehicle Driver's License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of the aging process; understanding of the physical and emotional impact of aging and support services on a local, regional or state-wide basis to meet those needs; knowledge of grant writing and sources of funding; knowledge and understanding of local government; knowledge of state and local laws, operating practices and regulations pertaining to the provision of elderly services and resources available to meet those needs. Knowledge of office software (i.e. word processing and spread sheet applications and the Internet and web site technology in support of department operations.

Abilities: Ability to work independently and to assess individual elder service needs of all ages with care and empathy; ability to set priorities; ability to follow through on ideas; ability to multitask and to work with elders and their families in a calm and professional demeanor; ability to be sensitive to the needs of the elderly.

Skill: Proficient oral and written communication skills. Proficient personal computer hardware and software skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is required to lifting objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical; employee is required to apply basic motor skills for activities such as moving objects, operating a telephone system, personal computer and/or most other office equipment, keyboarding and/or word processing, filing, and sorting.

Visual Demands: The employee is required to routinely read documents and reports for general understanding and analytical purposes.