

COORDINATOR OF HOMEBOUND ELDERLY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for coordinating Office for Senior Resources transportation services for homebound seniors. Close cooperation and communication with coordinators of related county services and programs is required. Additional duties involve facilitating training of drivers and maintenance of program vehicles, working closely with the Head Driver. Work is performed under general supervision of the Director of the Office for Senior Resources. Supervision is not a function of this classification. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and oversees transportation program and related services provided by Office for Senior Resources, including driver training, route planning, vehicle maintenance, etc.;

Coordinates personnel services and maintains personnel records relative to transportation program;

Develops communications and coordination with other agencies involved in providing services and programs for seniors and veterans;

Maintains accurate data and accounts related to transportation and other Office for Senior Resources services and programs, as needed;

Operates two-way radio to communicate with transportation program personnel;

Assists the Director in the overall planning process of community services for seniors;

Prepares reports, correspondence, studies and other documents, as required;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of characteristics, needs, and interests of seniors; good knowledge of community agencies, facilities and services which can be utilized to aid seniors; working knowledge of transportation services; ability to communicate clearly and effectively both verbally and in writing; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and five (5) years of experience in an agency or organization providing transportation, health, nutritional or related services to seniors.

SUBSTITUTION NOTE:

Post-secondary education can be substituted for up to three (3) years of the above-described required experience on a year-for-year basis.

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