

## COORDINATOR OF SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work with responsibility for providing high level assistance to the Director of the Office for Senior Resources in the operation of the Office for Senior Resources. Responsibilities include general, specific, long-range and immediate planning, assisting in the administration of programs, and coordination of various components and activities to meet the needs of the elderly. Work is performed under general supervision of the Director of the Office for Senior Resources. Supervision is exercised over employees of various programs. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Designs and implements programs for Community Services for the Elderly, including recruitment, hiring, and supervision, as well as fundraising, program creation, facility design, publicity and budget;

Supervises adult day care program;

Supervises the EISEP program;

Maintains ongoing contact with the EISEP program vendors, including monthly meetings with the Department of Social Services, Health Department, and Office for Senior Resources Caseworker;

Provides in-service training;

Supervises Title V program;

Supervises HICAAP program;

As part of the Health Insurance Information, Counseling and Assistance Program (HIICAP), keeps seniors informed of Medicare changes, supplemental Health insurance, prescription drugs (EPIC), new federal drug program;

Keeps current with changing technology and available grant money to ascertain how it can be applied to current program needs;

Supervises and assists in educational, community service and recreational aspects of the program;

Develops and participates in liaison activities with private and voluntary agencies concerned with the aging;

Conducts public relations efforts including preparation of news releases and brochures, establishing contacts with media, attending meetings, speaking to groups and generally interpreting the agency's role to the public;

Studies, evaluates and makes recommendations about programs, problems, suggestions and research having to do with the aging;

Serves as "Acting Director" when the Director, Office for Senior Resources, is unavailable;

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.*

COORDINATOR OF SERVICES FOR THE AGING (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interest of the aging; good knowledge of community agencies, facilities and services available to aid the elderly; good knowledge of public relations techniques; working knowledge of the laws related to the elderly; some knowledge of geriatrics; ability to plan and supervise the work of others; ability to communicate clearly and effectively both verbally and in writing.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in sociology, human relations, education or related field, and two (2) years of experience in adult education, recreation, community development, community health services, counseling, social work, public administration or related field; or
- b) An equivalent combination of experience and training.

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.