

EISEP COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work which is responsible for the coordination of all outreach efforts for the elderly population, acts as client advocate. An incumbent in this position is responsible for assisting in the planning and coordinating the Outreach efforts of the Office for the Aging, which includes training and supervising Outreach workers and Home Helpers. Supervision is received from the Director of Office for Aging. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinate schedules of Outreach workers and Home Helpers;
Provides Outreach Services to the elderly under various Office for Aging programs;
Works directly with older persons, or their designee, and identifies agencies and individuals potentially useful to the elderly;
Establishes contact and builds relationships with many community service providers;
Assists elderly in providing information and obtaining benefits which includes tax abatements, Medicaid, food stamps, shopping;
Assists in Care Management Services under the Expanded In-Home Services Program (non-medical) for the Elderly;
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 the characteristics, needs and interests of the aging; good knowledge of community agencies, facilities and services which can be utilized to aid the elderly; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to organize; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree and one (1) year of experience in community service, social work or related field; or
- b) Associates degree and three (3) years of experience in community service, social work or related field; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

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.