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| Job Title: Council on Aging Director | Hours per week: 35 | FLSA Status: Non-Exempt |
| Reports to: Board of Selectmen/Town Administrator | Department: Council on Aging | Grade: 7 |
| Created date: | Revised date: | Approved date: |
| Created by: | Revised by: | Approved by: |

**TOWN OF STERLING
COUNCIL ON AGING DIRECTOR**

Statement of Duties:

Professional, administrative, and supervisory work in developing and implementing the programs and services of the Sterling Council on Aging in an effort to meet the social and emotional needs and the continuing development of the Town's elderly; all other related work as required.

Supervision:

Works under the administrative direction of the Board of Selectmen/Town Administrator and the policy direction of the Council on Aging.

Works closely with, and provides support to, the Board of Directors of the Council on Aging.

Performs varied and responsible professional duties requiring considerable initiative and independent judgment in conducting service programs, managing departmental finances, supervising employees, and in dealing with problems of the elderly.

Supervises van drivers and volunteers for the COA's programs and activities.

Job Environment:

Work is generally performed in typical office conditions; requires one evening per month for COA meeting.

Operates standard office equipment; must be computer literate.

Makes frequent contacts requiring perceptiveness and persuasion with participants, other town departments, state and local officials, community leaders and citizen groups serving the elderly, as well as local, state, and federal agencies.

Has access to confidential and personal information about program participants and department employee personnel files.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that maybe 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.

Administers, directs, and coordinates all activities of the Senior Center to ensure the development of plans and procedures necessary for the establishment and maintenance of services for the elderly;

ensures that programs and services operate in accordance with town policy, legal boundaries, and any contact funding service regulations.

Develops and updates programs, within the parameters set by the Board of Directors of the Council on Aging, working with outside agencies and vendors.

Takes initiative to actively develop new programs.

Supervises, directs, and coordinates the duties of all staff members and numerous volunteers engaged in the various operations of the Council on Aging; assigns work activities; conducts annual employee performance evaluations and makes recommendations to the COA.

Responsible for operation of Meals on Wheels program (contract with MOC), health clinics, and nutritional programs.

Prepares, publishes, and mails the monthly newsletter.

Manages the Council on Aging transportation program.

Assists elders in filing applications for assistance programs or information; provides current information on legislation and governmental programs affecting the elderly.

Serves as staff liaison to the Council on Aging, meeting with members on a regular basis; prepares and administers annual departmental budget with approval of Council on Aging Board.

Works cooperatively with other town departments to ensure effective, efficient municipal operations and administration.

Participates in local and regional efforts to expand and improve services to the elderly.

Researches sources of funds; prepares and submits grant applications to external funding sources for specific program funding; administers grants received.

Prepares and submits annual report to the Executive Office of Elder Affairs; prepares various reports as requested by the Council on Aging and other town officials.

Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in a relevant field of social science; three years of progressively responsible experience in group adult programs; supervisory experience strongly preferred; or an equivalent combination of education and experience

CORI check required.

First aid and CPR certification preferred.

Knowledge, Ability, and Skill

Knowledge: Thorough knowledge of the federal and state services and local resources available to the elderly.

Knowledge of federal and state regulations pertaining to programs for the elderly.

Knowledge of grant writing techniques.

Knowledge of counseling to the elderly.

Ability: Ability to develop effective and constructive working relationships with town, state, and federal officials, the elderly, service providers, and the general public.

Ability to assess the needs of the elderly and design and coordinate appropriate services and programs to accommodate these needs.

Ability to train and supervise employees and volunteers effectively.

Ability to prepare and manage departmental budgets.

Ability to communicate effectively both orally and in writing.

Compassion for the elderly.

Skill: Computer literacy including word processing, Internet, and desktop publishing.

Excellent public relations skills.

Physical Requirements

Light physical effort required to perform duties under typical office conditions which at various times will require bending, stooping, and lifting and reaching with hands and arms.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the mutual agreement between the employer and the employee, as the needs of the employer and requirements of the job change.