

AGING SERVICES PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves helping the director evaluate services available for the aging and develop new programs addressing their needs. An incumbent performs a variety of administrative duties in conducting program affairs. Duties are performed under general direction with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over subordinate employees involved in delivery of services to clients, and may be assigned to supervise an operational unit of the department. An Aging Services Planner does related work as required.

TYPICAL WORK ACTIVITIES:

- Defines problems and issues related to the delivery of services to the elderly, such as identification of duplicate services, unaddressed needs, or underused resources;
- Schedules subordinate personnel to ensure adequate staffing;
- Maintains an inventory of programs serving the elderly in Cattaraugus County;
- Uses survey instruments to assess the need for additional services for senior citizens in the area;
- Assigns caseloads, reviews case notes and progress-making recommendations as to appropriate responses;
- Develops information systems monitoring the quantity, quality, and cost of services to clients;
- Writes procedures for conducting department activities;
- Arranges and schedules in-service training in the area of services for the aging;
- Prepares service utilization reports as required by funding agencies;
- Researches new developments in the field of services for the elderly;
- Aids in the design and implementation of new programs;
- Helps the director prepare grant funding applications;
- Assists in the preparation of news releases, project summaries, and reports;
- Acts as a liaison between aging services area and other departments providing services;
- May act as spokesperson of agency to the public and news media.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of the characteristics, needs, and interests of the senior citizen; knowledge of the programs and services available from the Cattaraugus County Department of the Aging; good knowledge of federal, state, and local programs for the elderly; ability to gather statistical and demographic data from a number of sources; ability to prepare grant applications; ability to communicate effectively orally and in writing; ability to supervise the work of others; ability to prepare reports; ability to interact effectively with other agencies; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Science or Business;

OR

B.) Four years experience participating in the planning and delivery of assistance programs for the aging;

OR

C.) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 6/8/93

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