

COORDINATOR OF SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting with the administration of the County Department of the Aging. A person in this position is responsible for general, specific, long range, and immediate planning and assisting in the administration of the programs, coordinating the various activities, and administering the service components of the Department. The incumbent may serve as assistant to the Director of the Department of Aging. The work is performed under general supervision of the Director, Department of Aging, with considerable latitude allowed in the performance of duties. Supervision is exercised over subordinates. A Coordinator of Services for the Aging does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the activities of the Department of Aging and administers specific service components of the Department of Aging;
- Assists the Director in planning, developing, and coordinating programs and services for the aging;
- Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
- Works directly with older persons or their delegates;
- Develops and participates in liaison activities with private and voluntary agencies concerned with aging;
- Maintains detailed program services records and makes reports of services as requested by the director;
- Stimulates community awareness and comprehension of the problems of older persons;
- Assists in public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups concerning the problems of older persons, and generally interpreting the role of the Department of Aging to the public;
- Studies, evaluates, and make recommendations about programs, problems, suggestions, and research concerning the aging;
- Assists the Director in, or has responsibility for, budget, finance, personnel, and purchasing;
- Assists in the development and conduct of training for employees and volunteers;
- Supervises the activities of an office staff, agency employees, and volunteer workers.

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; working knowledge of public information and relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively, both verbally and in writing; ability to organize; initiative and resourcefulness; tact; courtesy; integrity; physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a master's degree with major work in social or behavioral sciences, gerontology, nursing, public health, public administration, recreation education, or related fields and one year of administrative or supervisory experience in social work, community organization, geriatrics, or the field of aging;

OR*

- B. Possession of a bachelor's degree with major work in social or behavioral sciences, gerontology, nursing, public health, public administration, recreation education, or related fields and two years of experience in social work, community organization, geriatrics, or the field of aging including at least one year in an administrative or supervisory capacity.

*-NOTE: Each year of additional administrative or supervisory experience as described in (A) or (B) may be substituted for a year of formal higher education as required in (B).

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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