

SENIOR AGING SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves participating in the operation of the Department of Aging by implementation operation of service components of the department. Duties are performed under the general supervision of the Coordinator of Services for the Aging or the Director. Supervision is exercised over subordinate staff and volunteers. A Senior Aging Services Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the implementation and operation of specific service components and performs a variety of tasks in support of programs and services for older persons;
- Assists the Coordinator of Services for the Aging or the Director in the performance of their duties;
- Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
- Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;
- Makes recommendations to the Director regarding programs and services for older persons;
- May attend meetings and speak to groups concerning the problems of older persons and the role of the office for the aging.

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 develop and organize client services; ability to supervise the work of others; ability to communicate clearly and effectively both verbally and in writing; tact, courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in behavioral science;

OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in human services or resources, gerontology, sociology, psychology or closely related field and two (2) years of experience in the direct delivery of services to the elderly or it's part-time/volunteer equivalent.

OR

C. Four (4) years as stated in B above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/23/90