**Town of Essex**

**Council on Aging Director Job Description**

**Summary of Duties**

Professional, administrative and supervisory work in developing and implementing the programs and services of the Essex Council on Aging (COA) and Senior Center in an effort to meet the social and wellness needs of the Town’s older adults while providing information and referral services to non-senior residents who are confronting the challenges of an aging family member; all other work related.

**Supervision Received**

Works under the general policy and strategic planning direction of the Council on Aging Board and the administrative direction of the Town Administrator.

**Supervision Exercised**

Supervises paid employees and interns. Supervision of any of these individuals includes the provision of a job description which is presented to and signed off by the employee, volunteer or intern.

**Job Environment**

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; oversees programs schedules in multiple venues to include several off-site locations if necessary; evening work required as needed. The Director is responsible for posting hours weekly and providing the Board, staff and volunteers with any updates which may be necessary as schedules change.

Computer Skills, needs to be familiar with Microsoft suite of programs, senior specific software as well as any software related to grant writing. Be familiar with standard office machines.

Makes frequent contacts requiring perceptiveness, persuasion and discretion with participants, health care providers, state and local officials and agencies, community leaders and citizen groups serving the elderly, and Town officials and departments. Contact is made orally and in writing.

Has access to department-oriented confidential information to include some Town residents’ financial and health information, pending litigation and personnel information. Confidential information will not be shared with any individual or entity without the written consent of the subject individual or group. The Director is responsible for securing any written confidential information in a locked cabinet. Provides education and referral services familiar with HIPAA and other privacy laws.

**Essential Functions**

Administers and directs program services that reflect the social and educational needs of older adults. Oversees medical and financial referral information and outreach services to our elderly population and their families. Plans, develops, implements, evaluates and documents programs and services including, but not limited to: transportation, nutrition education, and meal service, health care counseling (if Shine certified), wellness initiatives, cultural intergenerational programs and community initiatives.

Serves as a public relations officer for the Council on Aging; Researches prepares and publishes a monthly newsletter.

Researches, makes applications and maintains Federal, State and private grant funds; Maintains accurate records for purpose of audit.

Maintains contact with the Executive Office of Elder Affairs; prepared, reports and grant applications as needed for the receipt of the state formula grants and other discretionary grants when available.

Is responsible for administering all applicable state laws and statues and regulations, Town by-laws, codes and programs; may drafts policies, applications and standards for board approval.

Oversees all administrative functions; directs the daily operations of the Essex Senior Center. Develops office procedures and documents; review, prepares and administers departmental budget, accounts receivables and payables; capital acquisition request; prepares annual report.

Recommends to the COA board and the Town Administrator the hiring and firing of Van Drivers; oversees the recruitment, training and placement of all COA Van Drivers; oversees the recruitment, training and placement of all COA volunteers; oversees all contractors and service contracts and contracted services; including facilities, inspections, health permits and all COA certifications.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all area under his/her control.

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

**Recommended Minimum Qualifications**

**Education:**

Bachelor’s Degree in gerontology, human services or a related field of endeavor.

**Experience:**

Over 3 years administrative experience in providing elder services and programs.

**Substitution:**

An additional 4 years of related experience may be substituted for the degree requirement.

**Licenses/Certificates:**

None

**Knowledge, abilities and skills:**

Knowledge of elder providers’ network.

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

Knowledge of counseling principals and crisis intervention.

Computer skills and a variety of office equipment.

Ability to relate and interact well with people of all ages.

Excellent communication skills, both orally and written.

Ability to maintain detailed, complete and accurate records.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to maintain confidentiality of information.

Excellent customer service skills.

Ability to pass CORI.

Ability to lift 50 pounds.

Strong interpersonal, organizational, management and budgetary skills.

Basic First Aid, CPR, AED.

In house hours need to be posted.