**TOWN of BERLIN** Job Description

**Title:** Council on Aging Director **Reports to:** Town Administrator

**Department:** Council on Aging **FLSA Status:** Part-time Hourly, Non-Exempt

**Definition:**

Position provides Professional, supervisory, administrative, and social service expertise and guidance in developing and implementing programs to serve the community’s elder citizens; all other related work as required.

**Supervision:**

Works under the administrative direction of the Town Administrator and under the policy direction of the Council on Aging (hereinafter “COA”) and the Board of Selectmen.

Works closely with, and with the support of, the COA.

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

Supervises van drivers and Meals on Wheels drivers, and oversees and coordinates the Town’s Tax Work- off program, and volunteers for the COA’s programs and activities.

**Job Environment:**

Work is generally performed in typical office conditions; with occasional variable site conditions. Attendance at monthly COA meetings is required and may be scheduled in the evening.

Operates standard office equipment; must be computer literate.

Makes frequent contacts requiring perceptiveness, confidentiality, discretion and needs assessment with senior citizens, other town departments, state and local officials, community leaders, and organizations serving the elderly.

**Essential Functions:**

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

Provides a variety of social, health, and information services; answers questions and provides information by telephone and in person; provides referrals for senior citizens; maintains related files and records; assists senior citizens in filing applications for assistance programs or information.

Manages the Council on Aging programs.

Responsible for coordination of Meals on Wheels program, health clinics, and nutritional programs.

Prepares, publishes, and mails the Powder House News.

Provides the COA with periodic reports of ongoing projects and activities.

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

Responsible for assuring CORI compliance for all COA staff and volunteers.

Serves as staff liaison to the COA, meeting with members on a regular basis

Prepares the annual COA budget for COA approval and administers the budget with regular revenue and expenditure reports to COA.

Prepares an annual summary of COA activities for inclusion in the annual town report.

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

Develops and updates programs, within the parameters set by the COA, working with outside agencies and vendors.

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

Performs similar or related work as required or as the situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree preferred in health and human services or related field; two years of experience in human services working with the elderly, in a social service or public health position or in a related field; or any equivalent combination of education and experience. CORI check required. First aid and CPR certification required within six (6) months of hire.

**Knowledge, Ability and Skills:** Thorough knowledge of the Federal and State services and local resources available to the elderly. Ability to develop effective and constructive working relationships with elder citizens, service providers, human service agencies, and the general public. Compassion for the elderly.

Ability to anticipate specific needs of mobile and immobile elderly. Ability to understand the socioeconomic background of the town and residents.

Ability to represent the COA at the annual town meeting by answering questions relevant to the COA.

Ability to prepare and manage COA budgets and finances. Ability to prepare and administer grants. Ability to train and supervise employees and volunteers effectively. Ability to communicate effectively both orally and in writing.

Computer literacy including Microsoft software, Internet, and desktop publishing. Knowledge of “My Senior Center” software preferred.

**Physical Requirements:** Occasional moderate physical effort is required in preparing for programs and assisting clients. Ability to assist in the movement of mobile and semi-mobile participants.

*The duties listed above are intended only as illustrations of the various types of work that may be 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. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.*

*Approved by Acting Personne; Committee on 7/9/2018*

*Amended by Personnel Committee 2/19/2020; Approved by Board of Selectmen 3/2/2020 (classification Grade VII range)*

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