

TOWN OF SOUTHWICK JOB DESCRIPTION

Council on Aging Director

JOB SUMMARY:

The Council on Aging Director is an administrative, professional, and overall management position responsible for planning, developing, implementing, directing, and advocating for programs and services offered to the older adults by the Town of Southwick Council on Aging Department.

SUPERVISION RECEIVED:

The Director performs duties requiring a high degree of individual initiative and independence from direct supervision and is appointed to a 3-year term by the Select Board. The Director reports to the Council on Aging Board, Select Board, and the Chief Administrative Officer. The Director is expected to operate within the parameters of good judgment, established business practice, and the law.

SUPERVISION EXERCISED:

Supervises, both directly and through subordinates, all personnel, and volunteers of the Council on Aging Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position will perform varied tasks requiring exercise of judgment and initiative within the guidelines established by local and state laws. The position specifically requires the following:

- Oversees and administers daily operations of the Council on Aging Department including monitoring the daily programs and services provided to the participating older adults.
- Identifies and assesses community-wide needs of older adults.
- Establishes and maintains an accessible list of resources available to meet the needs of older adults.
- Designs, develops, and implements such older adult support services as required by Council on Aging Board, including but not limited to such services as congregate meals, transportation assistance, financial and health insurance counseling, health and wellness programs, the companion program, seniors helping seniors, sand for seniors, tax work off program, legal clinics, flu and vaccine clinics, and age-appropriate recreational opportunities.
- May counsel individual older adults regarding available services or referrals or oversee staff in the performance of these duties.
- Maintains basic demographics and statistics on older adults utilizing Council on Aging services and programs.
- Plans and prepares the annual budget and. Identifies, plans, and develops short- and long-term goals and objectives of the department for Council on Aging Board and Select Board approval.

- Oversees submission of budget to Select Board.
- Provides updates for the Town's website and social media platforms.
- Monitors revenue levels and expenditures during fiscal year to assure sufficient funds to accomplish Council on Aging goals within confines of approved budget.
- Oversees department purchases in conformity with Town policies and reviews and approves schedules.
- Oversees and approves the weekly payroll and any supporting documents for Council on Aging Department.
- Oversees the collecting and depositing of income due to the Council on Aging in conformity with Town requirements.
- Responsible for monitoring all accounts; accounts receivable and payable, for agreement of internal records and Town generated reports.
- Prepares financial statements and reports, agendas, and monthly written program status and submits to the Council on Aging Board or appropriate grantor agencies within the required timeframe.
- In conformity with state law and Town policies, contracts for goods and services with vendors; prepares specifications and oversees requisition process and receipt of goods and services, approves payment.
- Assures proper maintenance of all departmental records, including client intake, and is responsible for security of same.
- Develops, administers and/or oversees written procedures and policies regarding office procedures, program delivery and employee and client safety.
- Seeks and identifies appropriate grants from federal, state, and private sources.
- Writes grant proposals and effectuates, administers, and oversees Town acceptance and compliance of grant awards including those due annually in conformity with state and federal law and Town policies.
- Assure Council on Aging Department compliance with ADA
- Attends all monthly Council on Aging Board meetings. Attends Select Board meetings as needed.
- Meets with Chair, and any other member, to review agenda and address any issues before monthly meeting.
- Acts as liaison between the Council on Aging Board and the Town by attending and participating in all department head meetings, Select Board meetings, Town Meetings or such other meetings as requested to attend.
- Responsible for personnel management of Council on Aging Department including but not limited to and/or filling in for staff vacations, sick days, etc.
- Consistent with relevant Town policies, undertakes personnel actions regarding departmental staff including work schedules, and approval, or disapproval of employee leave requests to assure safe and efficient operations.
- Identifies training needs and opportunities, provides staff with training as appropriate. Attends training as appropriate including annual state conferences.
- Coordinates the maintenance of the Senior Center and Council on Aging office including the maintenance and security of the facilities with the Supervisor of Buildings and Grounds.

- Prepares reports for incidents at/on Senior Center property and reports to appropriate personnel and agencies.
- Files elder risk reports with Highland Valley Elder Services and the state.
- Promotes public recognition for the development and growth of the Council on Aging as an essential element of the community through favorable public relations.
- Oversees advertising of activities and services in local media, makes public appearances, participates in local and state conferences, and plans and promotes recognition activities for volunteers, donors, and employees.
- Prepares, edits, and distributes a monthly Council on Aging newsletter.
- May be assigned any other responsibilities and duties designated by the Select Board and the Council on Aging Board.

EDUCATIONAL AND WORK EXPERIENCE:

Required: Associate degree in public/business administration, community organization, social work, gerontology, human relations, recreation or related field, high school diploma, or equivalent plus 3 years or more of work experience in the same or related field in a responsible position. Must possess a valid Driver's License, Class C. Must be CPR/AED certified. Ability to meet CORI standards as set by state statutes and EOEA regulations.

Preferred: B.A. or B.S. College degree in one of the above fields and three or more years of working experience in the same or related field in a responsible position.

SPECIAL KNOWLEDGE/ABILITIES FOR POSITION:

Knowledge of general business practices, basic municipal and/or business accounting, grant preparation (Formula Grant and Title III Grant) and personnel management. Knowledge of federal and state grant application process. Knowledge of CORI administration and policies. Familiarity with municipal government and public relations. General knowledge of federal and state regulations, especially as it pertains to older adult and human services programs.

Experience in exercising independent judgment to make decisions, analyze problems and formulate recommendations. Ability to exercise good judgment in adverse situations,

Experience in communicating with older adults and dealing effectively with their physical, cognitive, psychological, emotional, and financial challenges. Ability to express empathy while maintaining a professional and objective assessment of the situation. Proficient in public speaking and written communication. Ability to deal effectively and to maintain good public relations with state and federal officials and agencies, including non-profit and service agencies, other city officials, employees, and the general public. Ability to supervise and evaluate the work of subordinates and volunteers. Ability to monitor and evaluate programs.

Experience in preparing capital plans and annual budgets; ability to plan, organize and direct the preparation of reports.

Experience in establishing and maintaining effective working relationships with older adults, employees, board members, officials, and the public.

Working knowledge and proficiency in the use of personal computers, Word, Excel, PowerPoint and Outlook programs and internet applications including hosting and participating in remote meetings and group activities will be essential to complete reports, maintain databases and develop budget, marketing, and capital improvement plans. Proficient use of Council on Aging tracking software such as MySeniorCenter. Familiarity with phones and basic office machinery.

PHYSICAL REQUIREMENTS:

Ability to carry out the functions and duties and to work in the conditions required of this position as described in the necessary knowledge, ability and skills for dexterity and communication.

This position requires the employee to walk, stand, sit, speak, and hear; uses hands to finger, handle, feel, or operate objects, tools, or controls; must reach with hands and arms as in picking up paper, files, and other common office objects. May occasionally lift and/or move objects weighing up to 50 pounds such as tables, chairs, equipment, and supplies. Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

Work is performed primarily at the Senior Center. Work requires traveling, and may require working outdoors as needed, regardless of weather. Required to attend evening meetings.