
TOWN OF MEDWAY

JOB POSTING

COUNCIL ON AGING DIRECTOR

Due to retirement, the Town of Medway seeks to fill the full time, forty (40) hour, COA Director's position. This position will be begin on July 1, 2016.

Responsibilities include: Provide general oversight of the Senior Center; develop and facilitate health, social, and educational programs; recruit, train, and supervise regular staff and volunteers; prepare the annual budget; oversee the department AR/AP; develop grant proposals; co-ordinate transportation for elderly and disabled clients; manage the GATRA program; and administer the CORI program. For a complete job description please go to the Town of Medway website at: www.townofmedway.org

Minimum Qualifications: BA in Social Work or a related field; five to seven years of senior management experience in social services; or an equivalent combination of education and experience.

Please email your letter of interest and resume to: sellis@townofmedway.org or mail to: Human Resource Director, Medway Town Hall, 155 Village Street, Medway, MA 02053

Date of Posting: May 10, 2016

Salary: to \$78,000 based on education and experience.

Closing Date: until filled

COUNCIL ON AGING DIRECTOR

DEFINITION

The Council on Aging Director is responsible for the development and implementation of services and activities and oversees the operations of the Senior Center; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the type of work that is 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.

Develop, promote, and implement programs at the Senior Center.

Oversees the recruitment, selection, training, scheduling and supervision of numerous volunteers and instructors. Administers department CORIs; maintains current CORI certification and attends mandated meetings.

Prepares and presents reports to the Council on Aging board. Responds to questions and concerns; carries out requests. Makes recommendations on rules and regulations, operations, funding, and policies.

Oversee the department budget, purchasing and billing; develop grant proposals to supplement the budget; maintain records.

Perform administrative duties, including grant administration, correspondence with State agencies, and report preparation.

Write and edit monthly newsletter; prepare media releases.

Coordinate transportation for elderly and disabled clients; manage Greater Attleboro-Taunton Area Regional Transit Authority (GATRA) transportation program in Medway.

Supervise the Senior Tax Abatement Program.

Provide community outreach services; provide assistance, information and referrals to seniors and low-income families.

Provides general oversight of the Senior Center property; ensures that repairs are made.

Manage public use of Senior Center.

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

SUPERVISION

Works under the administrative direction of the Town Administrator and the policy direction of the Council on Aging Board, in accordance with department policies and procedures; duties require initiative and judgment in conducting service programs and addressing community needs.

SUPERVISORY RESPONSIBILITIES

Supervises part-time employees and volunteers.

WORK ENVIRONMENT

Work is performed in an office setting and at the senior center; work is subject to administrative deadlines; attendance at evening meetings is required.

The employee operates standard office equipment and an automobile.

The employee has regular contact with the public, town departments, government agencies, service providers, and community groups.

The employee has access to personnel records and confidential information relating to clients.

Errors could result in delay or loss of services or monetary loss.

RECOMMENDED MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE**

Bachelor's Degree in social work or a related field; five to seven years of senior management experience in social services; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of social services systems and programs; knowledge of federal, State, and regional services and local resources; knowledge of federal and State regulations pertaining to programs; knowledge of grant-writing techniques.

Ability to listen and have compassion for senior citizens; ability to develop effective and constructive working relationships with senior citizens and their families, service providers, and human service agencies; ability to develop and coordinate programs and activities, prepare and administer grants, train and supervise employees and volunteers, and communicate effectively both verbally and in writing.

Interpersonal skills; planning and organization skills; supervisory skills; computer skills.

Certification in First Aid, CPR and the use of an automated external defibrillator is highly desirable.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform most duties; the employee is required to walk, sit, speak and hear, use hands to operate equipment, and carry and move items and furniture. Vision requirements include the ability to read and analyze documents and use a computer.

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 employer and requirements of the job change.