

AGING SERVICES PROGRAM COORDINATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Office for Aging which involves planning, coordinating, implementing and supervising a smaller service program, or a component of a larger service program. An employee in this class is responsible for the general operation of the program or component in compliance with program regulations and goals. Preliminary budget recommendations, preparation of components of grant applications and simple budgetary monitoring may also be duties of this position. Work is performed under the general supervision of an Aging Services Program Coordinator II or higher level supervisor with considerable leeway for the exercise of independent judgement. The incumbent supervises subordinate personnel and does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates, implements and supervises a smaller service program or a component of a larger service program in the Office for Aging;

Assists in establishing program policies and procedures;

Prepares grant material such as workplans and budget components;

Monitors and coordinates all activities related to the program services to ensure optimal operations;

Prepares program budget in conjunction with the Fiscal Services Administrator;

Writes narrative and numerical reports pertaining to program services as requested by the Aging Services Program Coordinator II, Director, or required by State and Federal Funding regulations;

Acts as liaison with public, private and volunteer agencies concerned with issues affecting the elderly;

Develops community awareness of services available to the elderly by employing public information techniques such as writing news releases, establishing contacts with the media and speaking to groups;

Assists in hiring decisions affecting program staff, participants and new volunteers;

Develops and provides training and placement opportunities for program participants;

Supervises program staff and participants;

Develops and maintains computer information systems to record and report on program activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the characteristics, needs and interests of the elderly;

Working knowledge of management techniques as they relate to organizing and prioritizing work;

Working knowledge of community agencies, facilities and services which can be used to aid the elderly;

Working knowledge of public information and relations techniques;

Working knowledge of governmental grant writing;

Working knowledge of governmental budgeting procedures;

Ability to empathize with the characteristics, needs and problems of the elderly;

Ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and one year experience in community organization* or human services*; OR
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree and three years experience in community organization* or human services*; OR
- (c) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Gerontology, Psychology Sociology, Social Work; Education, Public or Business Administration or a closely-related field may be substituted for the professional experience on a year-for-year basis.

*-Human Services experience is that which is involved in the direct delivery of social, economic or emotional support services to people who are having difficulty coping with the pressures and strains of modern life. The experience requires judgment on the part of the individual in dealing with or responding to the client. Teaching experience is not considered human service.

*-Community Organization-an accepted field of social work practice which involves a change agent (the community organizer) and a social system (a community). The priorities, the location of the appropriate resources, and the taking of action by the community with respect to the particular constellation of needs, resources, and priorities.

Possession of a valid New York State Motor Vehicle Operators license is required at time of appointment.