

<b>Position Title:</b>	Director of COA and Senior Center	<b>Level:</b>	Department Head
<b>Department</b>	Council on Aging	<b>Revised Date:</b>	Dec 14, 2017
<b>Reports to:</b>	Works under the direction of the COA; reports directly to the Board of Selectmen	<b>FLSA Status:</b>	

**Statement of Duties:** Responsible for administrative, fiscal management, managerial, supervisory and social service work in connection with the needs determination, development, implementation of support programs, services, events, activities and facilities of a multi-purpose Council on Aging and Senior Center.

**Supervision:** Works under the policy direction of the Council on Aging; reports directly to and works under the general supervision of the Board of Selectmen.

**Supervisory Responsibility:** Supervises employees on a regular basis; supervisory responsibilities may include clerical or other staff, Senior Aides, volunteers, and program contract help. Employee, as a regular part of the job, is required to lead program volunteers, staff and program contractors in best practices for accomplishing their work. The employee is responsible for following Personnel Policies and Procedures for the Town of Bernardston in all staff matters.

**Confidentiality:** Employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files, CORI and Protective Service reports, client, and department records.

**Judgment:** Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Errors in judgment may adversely impact participants, finances and public relations.

**Work Environment:** Complex and varied work in a multi-task environment with many interruptions. Noise levels vary from low levels to high levels. Duties may present occupational risks to the employee including physical strain and high levels of stress.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

1. Prepares and administers the department's annual operating budget and grants awarded to the department; Actively seeks to expand funding sources for the senior center activities by identifying resources, researching and writing grant proposals and soliciting donations for the benefit of senior center programs; oversees the payment of department bills and payroll.
2. Assesses the needs of the elder adult population in the community and advocates for the

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- needs of elders in the community.
3. Oversees the development and provision of programs and services at the Senior Center including vendor service contracts. Works with the PI Trustees by assisting with preparation of the facilities budget and overseeing the use of the facility and its equipment, including inventory and recommendations for replacements and additions.
  4. Provides oversight and serves as the coordinator of outreach activities including referral to other elder service agencies.
  5. Responsible for developing a schedule of monthly programs, educational lectures, recreational opportunities, cultural events, social activities and mental and physical health programs with program assistance as needed.
  6. Researches and applies for grants that provide programs for the senior center.
  7. Advises and guides seniors on a daily basis including case management as necessary.
  8. Maintains required certifications and attends conferences and seminars relative to the field of gerontology and the provision of department-sponsored elder service programs or services.
  9. Maintains contact with town departments, local and area agencies, civic groups, local newspapers and senior housing etc.
  10. Conducts CORI checks on all staff, COA members and volunteers and provides documentation to Town clerk of Ethics requirements compliance.
  11. Oversees the production of materials and reports including researching, writing, editing, and distribution of Senior Center publications.
  12. Provides the COA Board with statistical reports of the past month's programs and activities; and provides assistance to the Board in understanding complex policy issues that impact seniors.
  13. Offer recommendations which carry significant weight to the COA Board and to the appointing authority in the recruiting, hiring and separation of personnel.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree with concentration in gerontology or social services preferred ; or demonstrated work experience in elder work, case management, elder abuse training, or experience running organized elder programs. Grant research, writing, and administration skills preferred. Some education requirements may be substituted by demonstrated work experience..

**Special Requirements:** CPR/First Aid and CORI certification required within 6 months of appointment; Class D Motor Vehicle Driver's license.

**Knowledge and Abilities**

**Knowledge:** Working knowledge and general understanding of the aging process (i.e. Alzheimer, diabetes, or elder abuse symptoms and mandated reporting requirements), and elder programs/services. Minimally this should include understanding of the physical and emotional impact of the aging process, working knowledge and understanding of government services such

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as local, state and federal agencies that provide financial, social and/or medical support services to the elderly and their families. Proven grant writing skills are a prerequisite and an essential requirement of the position. Knowledge of state and local labor laws and regulations. Working technical knowledge of personal computer hardware and office software (word processing, spread sheet applications, etc.), the Internet, and web sites.

Abilities: Ability to assess individual issues or concerns with care and empathy for the needs of elders in the community; ability to develop and administer programs or provide services to meet the needs of the elderly and their families in an effective manner; ability to set priorities and to complete multiple tasks in a detailed and effective manner; ability to take initiative to follow through on goals and objectives; ability to work effectively with others- particularly the elder population to handle loss and grief often under stressful or emotional conditions in a tactful and sensitive manner. Ability to handle confidential information in an appropriate and professional manner. Proficient listening and organizational skills; imaginative and creative; proficient oral and written communication skills.

**Physical and Mental Requirements**

*Compassionate heart and sense of humor is necessary to the Director position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work requires agility and physical strength. The ability to lift up to 50 pounds is required.

**Motor Skills:** Duties involve application of hand and eye coordination with finger dexterity and motor coordination.

**Visual Skills:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes.