

**Bernardston Senior Center & COA**  
**20 Church Street PO Box 504**  
**Bernardston, MA 01337**  
**413-648-5413**

**Job Description**

**TITLE:** Outreach Coordinator  
**Hours per week:** 8-10

**Rate of Pay:** \$15. 76

**Classification:** Non-Exempt

**GENERAL DESCRIPTION:**

The Outreach Coordinator shall be responsible for meeting with seniors and their caregivers to assess their service needs and match with available resources.

**QUALIFICATIONS:**

Attention to detail with ability to understand and complete specific task list assignments, pleasant personality, and ability to interact well with others, experience working and interviewing elders plus experience setting up informational/educational programs. Must be honest, patient, tactful, dependable and understand the need for client confidentiality. Must be able to pass a CORI check. Must have a valid driver's license, insurance, and a reliable vehicle. Computer and administrative experience also required. Minimum of Associates degree with 1-3 years of experience in senior services preferred. The Outreach Coordinator reports to the Director.

**DUTIES:**

1. Contact seniors in the community by phone and or letter and set up appointments for service needs assessments.
2. Meet with seniors and/or their caretakers and evaluate their needs for services, programs and activities and assist in coordinating service needs.
3. Coordinate appointment times with benefit counselors who can help seniors and caregivers prepare fuel, food assistance, Brown Bag, health insurance and other applications as necessary
4. Help set up informational/educational programs for seniors and their caregivers.
5. Make appropriate referrals to service agencies.
6. Oversee volunteers who conduct telephone wellness checks.
7. Work with volunteers and staff in sending monthly information to seniors in community
8. Contribute to the monthly newsletter articles about benefits, health care and other topics that may be of interest to seniors in the community
9. Keep accurate records of assistance given to clients for reports and complete monthly reporting requirements
10. Attend training as needed on elder issues that may affect participation in programs and share information with other center staff and volunteers.
11. Communicate with Director on a regular basis the needs of seniors in the community.
12. Work with Director to create and promote engaging programing for seniors of all ages.
13. Engage with clients remotely via online meeting platforms

**ESSENTIAL FUNCTIONS:**

- Visual speaking, auditory and mobile capacity
- Ability to sit or stand for long periods of time, ability to lift 10lbs
- Ability to communicate by phone and in writing.
- Computer skills: Microsoft Office Suite
- Basic math and English skills
- Good record keeping skills
- Comfortable using online meeting platforms

# Town of Bernardston

38 Church Street

PO Box 504

Bernardston, MA 01337



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_