

TOWN OF LISBON
JOB DESCRIPTION

JOB TITLE	Senior Coordinator/Municipal Agent	GRADE	VIII
		RANGE	
	UNION	X	
DEPARTMENT	Senior Center	NON UNION	
		SALARY	X
		HOURLY	
		FULL TIME	X
REPORTS TO:	First Selectman	PART TIME	

SENIOR COORDINATOR:

PLANS, ORGANIZES AND IMPLEMENTS RECREATIONAL, SOCIAL, HEALTH AND NUTRITIONAL PROGRAMS FOR SENIOR CITIZENS. ALSO ACTS AS AN ADVOCATE FOR THE ELDERLY. IS MUNICIPAL AGENT FOR THE ELDERLY. RECEIVES POLICY ADVICE FROM THE COMMISSION ON AGING. SUPERVISE & TRAINS MEAL SITE MANAGER, VAN DRIVER AND CUSTODIAN.

GENERAL DUTIES:

PLANS, ORGANIZES AND IMPLEMENTS GROUP PROGRAMS FOR THE ELDERLY. DEVELOP AND IMPLEMENT LONG AND SHORT TERM PLANS FOR MEETING THE HUMAN SERVICE NEEDS OF THE ELDERLY. PREPARES NEWSLETTERS, PRESS RELEASES AND BROCHURES TO PUBLICIZE ACTIVITIES AND PROGRAMS. PROVIDE INFORMATION AND REFERRAL SERVICE TO ASSIST THE ELDERLY. PROVIDE THE ELDERLY AND THEIR FAMILIES INFORMATION ON SUCH PROGRAM AVAILABILITY. SUPERVISE NUTRITIONAL PROGRAMS, TRANSPORTATION SERVICE AND FOOD DISTRIBUTION. SERVE AS AN ADVOCATE TO THE ELDERLY IN COMPLAINTS OF ALLEGED AGE DISCRIMINATION, ABUSE OF A PERSON, OR ANY UNFAIR TREATMENT OF THE ELDERLY. PROMOTE ACTIVITIES TO ENHANCE THE ACCEPTANCE OF THE ELDERLY AS EFFECTIVE AND PRODUCTIVE MEMBERS OF THE COMMUNITY. PREPARE OFFICE BUDGET FOR SUBMISSION TO THE BOARD OF FINANCE. ADMINISTER APPROVED BUDGET. PLAN AND IMPLEMENT OFFICE PROCEDURES. PREPARE NARRATIVE AND STATISTICAL REPORTS FOR THE STATE AND FEDERAL AGENCIES. OVERSEE TOWN FACILITIES FOR THE ELDERLY. PARTICIPATES IN PROFESSIONAL/STATE ORGANIZATIONS TO REMAIN CURRENT IN FIELD. ADMINISTERS SOCIAL SERVICE PROGRAMS FOR THE ELDERLY.

QUALIFICATIONS:

ASSOCIATE'S DEGREE IN GERONTOLOGY, SOCIAL WORK, PSYCHOLOGY OR EQUIVALENT EXPERIENCE. THREE YEARS EXPERIENCE IN THE SUPERVISION OF GROUP RECREATION ACTIVITIES, WITH SOME EXPERIENCE IN OFFICE ADMINISTRATION. ABILITY TO WORK EFFECTIVELY WITH MEMBERS OF THE PUBLIC. WORKING KNOWLEDGE OF FEDERAL, STATE AND REGIONAL PROGRAMS FOR THE ELDERLY.

NOTE: THE ABOVE DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES. IT IS NOT MEANT TO BE ALL-INCLUSIVE OF EVERY TASK OR RESPONSIBILITY.

APPROVED BY: *Jamie Wright*

DATE: 2-22-95