

**TOWN OF HOLLISTON
JOB DESCRIPTION**

Job Title:	Outreach/Transportation Coordinator	Date:	01/13/2022
Department:	Senior Center	Grade:	400
Reports to:	Director/Senior Center	Non-Union	Non-Exempt

SUMMARY

Responsible for providing outreach programs to enable seniors to live healthfully and independently in the community. Responsibilities include coordinating programming and services, advocating for mature citizens with various community organizations, local and state agencies, and other associations, and informing citizens of the availability of resources and services. Responsible for marketing, and overseeing the transportation program.

ESSENTIAL FUNCTIONS

Meet with seniors and their families; identify problems and needs, and provide information regarding programs and services available.

Aid seniors and their family members with application completion for services and benefit programs including, but not limited to: home care services, fuel assistance, food stamp assistance, meals on wheels program, housing, and nursing home placement.

Compile and maintain a list of area organizations that provide services to seniors; maintain a database of information on benefit programs available to seniors, and maintain statistics on contacts for outreach services.

Compile and keep list of names for various community programs that offer meals or other gifts/donations to seniors.

Collect and loan free medical equipment to seniors in need, as well as maintain database of where additional needed equipment can be located.

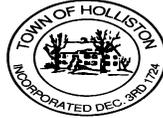
Aid residents who meet financial criteria in applying for fuel assistance.

Conduct home visits for those unable to visit the center. Make referrals to protective services when abuse or neglect is suspected.

Purchase and maintain inventory of supplies.

Lead programs on health and social service related issues.

Promote and market the transportation program to the senior and disabled community.



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Oversee transportation program functions, including: coordinating and scheduling transportation services and maintaining transportation log; communicating with drivers regarding transportation; receiving and processing calls regarding rides; scheduling vehicle maintenance and repairs; record and submit van driver hours and transportation statistics.

Write and submit incident reports on van incidents.

SECONDARY RESPONSIBILITIES

- Help arrange rooms for programs and special events.
- Set up and take down pictures on all bulletin boards.
- Organize Holiday gift giving for select seniors during the holidays.
- Help serve lunch and clean kitchen areas as needed.

Performs other position-related duties, as assigned.

SUPERVISION

The employee coordinates the day to day operation of the Van Drivers.

Establishes work procedures and/or performance standards, orients new drivers, schedules work hours, provides training and development, and assigns/reviews work.

Assists with the coordination of training Van Drivers.

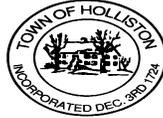
QUALIFICATIONS

Minimum Training and Experience

Requires a Bachelor's degree in Psychology, Social Work, or Gerontology and 1-3 years of job-related experience; or any equivalent combination of education and experience.

TOOLS AND EQUIPMENT USED

The employee is required to use a personal computer and general office equipment. The employee is required to operate a passenger vehicle for home visits.



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PHYSICAL REQUIREMENTS:

Employee is regularly required to walk, stand, sit, speak and hear; uses hands to finger, handle, feel or operate objects, tools, or controls. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges; requires ability to read documents and use a computer.

NOTES:

The essential functions or duties listed herein 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. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. 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. The Town of Holliston is an Equal Opportunity and Affirmative Action Employer.