



TOWN OF GEORGETOWN
Office of the Council on Aging

Georgetown Senior Community Center ♦ 51 North St. ♦ Georgetown, MA 01833-2086
Phone: (978) 352-5726 ♦ Fax: (978) 769-5953

COUNCIL ON AGING
Director

General Summary: Under the administrative direction of the Town Administrator and within policies established by the Board of Selectmen and Council on Aging (COA), performs professional, supervisory and administrative work associated with providing comprehensive programs, services and activities to enable the Town's elders to remain independent, active and involved in the community.

Responsibilities:

- Oversees daily operations of the COA office and Georgetown Senior Community Center, including programming, meal site operations, outreach, staff and volunteer supervision and support
- Provide direct supervision to full and part-time staff and volunteers
- Prepares and presents annual budget with COA to Town Administrator, Board of Selectmen, Finance Committee and Town Meeting
- Write state formula and other grant proposals
- Manages accounts receivable and payable for COA; monitors budget expenditures and maintains financial records
- Plan meeting agenda with COA chair, share information, advise COA regarding policy, attend all COA meetings
- Prepare monthly statistic and service reports; copies to COA and chief municipal officers
- Prepare and file annual reports with Elder Affairs and the municipality
- Work with related municipal committees, departments and boards
- Develops and implements social, recreational and health related programs for elders
- Coordinates all services including transportation, income tax assistance, health insurance counseling, health clinics, meals, social activities, workshops and programs
- Provides direct services to elders and family members including home visits, assistance to elders in defining their needs, facilitates access to services, makes appropriate referrals and provides information regarding resources available including housing, health care, home care, transportation, fuel assistance, nutrition and legal services available to clients.
- Conducts assessment of clients; reviews and determines case management plan; coordinates and implements delivery of local services.
- Responds to crisis; coordinates with local agencies and safety departments to modify or alleviate crises.
- Recruits, supervises, trains and schedules staff and volunteers; serves as CORI administrator
- Plans and leads regular staff meetings and case conferences with outreach worker
- Maintains up-to-date listing of resources including public, private, non-profit, educational and civic providers
- Oversees up-to-date intake file with basic demographics and service needs; maintains statistic data collection through My Senior Center
- Prepares and distributes monthly newsletters, press releases to local newspapers and Cable TV
- Maintains COA page with program and service information available on Town's website and Facebook page



- Develops and build relationships with local and state officials, community leaders, charitable foundations and citizen's groups regarding COA functions and activities
- Attends trainings, workshops and other related professional development activities

Qualifications:

- College or professional degree in community organization, social work, gerontology, psychology, social services, human relations or a closely related field; or an equivalent combination of education and experience.
- Working familiarity with state and local laws, practices and regulations regarding human service and elder programs
- Knowledgeable regarding elder needs and resources; experience researching proposals for funding, obtaining and managing grants
- Ability to exercise patience, compassion and flexibility and to make independent judgments in responding to emergency situations.
- Computer skills. Strong communication and organizational skills, interpersonal, written and verbal skills.
 - Ability to manage crises and sensitive issues.
 - Ability to work and communicate with people and maintain confidentiality.
 - CORI check required

Tools and Equipment Used:

Personal computer, including word processing and data base software; calculator; copy machine; telephone; automobile.