



POSITION DESCRIPTION

Title: Council on Aging Coordinator

Department: Council on Aging

Job Analysis: March 2012, Sept 2014, Sept 2018, Oct 2019, **Sept 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Administrative Support Specialist IV, Case Manager, Case Workers, Center Manager/Activities Coordinator, Office Assistant IV, Homebound Meals Driver, Program Support Specialist, Volunteers, Senior Aides,

Internal Contacts: Council on Aging staff, County Employees

External Contacts: South Alabama Regional Planning Commission, State Department of Senior Services, Current contracted food service vendor Auburn University Social Services and other resources related to the senior population.

Status: Classified/Exempt (~~S316~~ **S317**)

Job Summary

The COA Coordinator shall be responsible for providing guidance, development, direction, cooperation, and supervision of activities related to the implementation and operation of programs for older persons in Baldwin County. The COA Coordinator will promote senior programs, services, information and referral, outreach, advocacy, technical assistance, and coordinate community resources for seniors. The COA Coordinator will network with other agencies and departments to meet the needs of the elderly. The Coordinator supervises nutritional center managers, senior aides, office assistant, case manager, mature staffers, and volunteers. The director will assist the State Department of Senior Services and South Alabama Regional Planning Commission/Area Agency on Aging with special projects as needed.

Job Domains

A. Support & Development

1. Supervise and coordinate agency procedures, programs and services.
2. Create and implement service programs
3. Monitor subordinate staff.
4. Monitor services delivered to clients to assure appropriateness and adequacy of service.
5. Plans, organizes, and coordinates staff, assigning new programs/tasks as needs arise.
6. Develop programs and modification of existing programs, locate funding.
7. Provide good community relations through membership in professional organizations, interagency collaborations and councils related to aging.
8. Performs other duties as assigned.
9. Conduct educational presentation to increase public awareness of the Council on Aging's programs.

Knowledge, Skills, and Abilities

1. Knowledge of issues affecting Senior Citizens.
2. Become knowledgeable and implement departmental programs, policies, and procedures.
3. Ability to maintain accurate records and meet program deadlines.
4. Ability to plan, organize and prioritize the needs of seniors.
5. Ability to communicate clearly and effectively orally with staff and clients, orally and in writing.
6. Ability to establish and maintain cooperative working relationships with Federal, State and Local agencies.

Minimum Requirements

1. Valid driver's license or ability to obtain suitable alternate transportation.
2. Five (5) years active employment with any combination of training and experience in community service, Senior related field or a closely related field preferred.