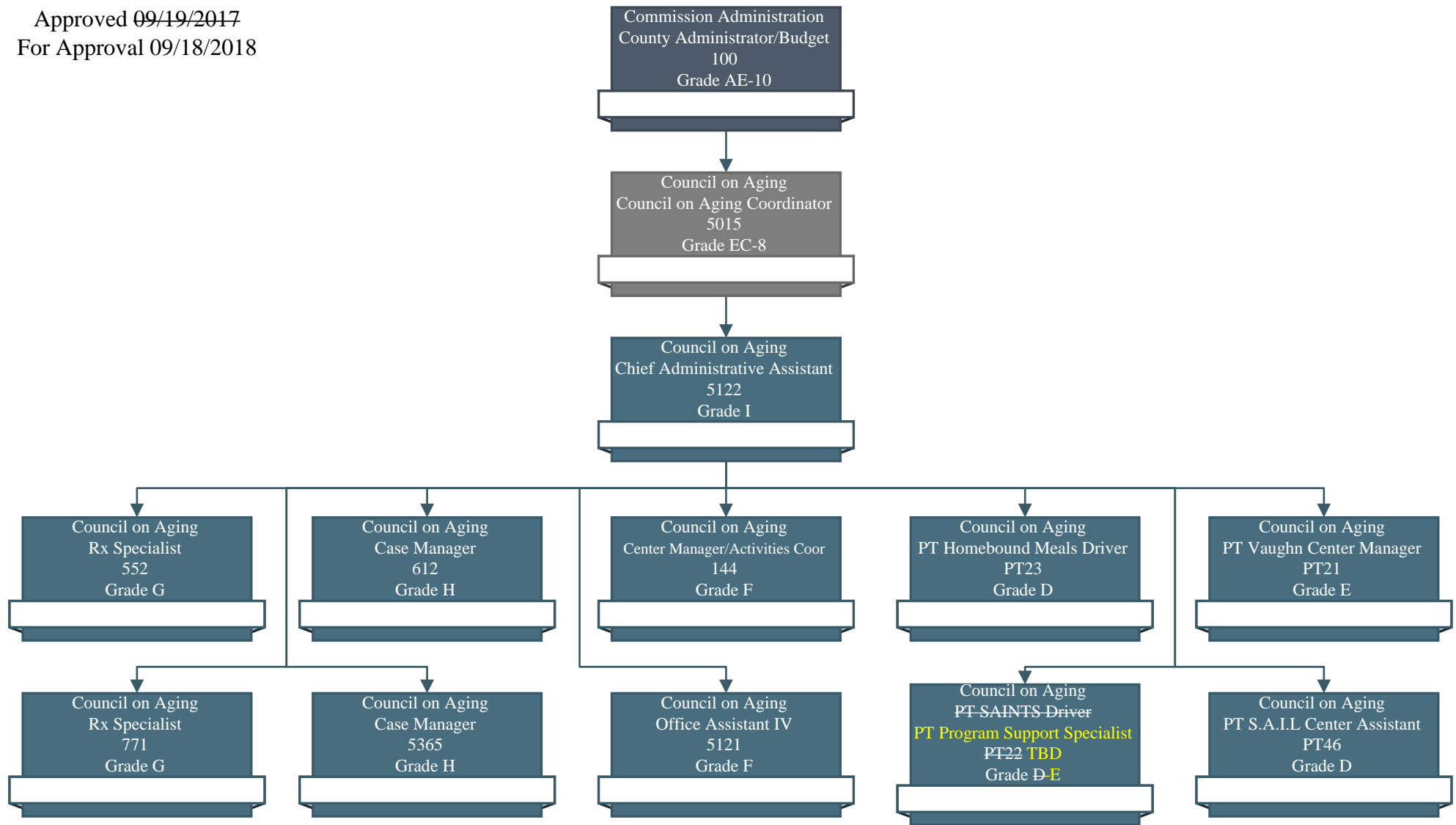


Approved 09/19/2017
For Approval 09/18/2018



POSITION DESCRIPTION

Title: Council on Aging Coordinator

Department: Council on Aging

Job Analysis: March 2012, September 2014, [September 2018](#)

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: Chief Administrative Assistant, Case Manager, Rx Specialist, Center Manager/[Activities Coordinator](#), Office Assistant [IV](#), [Homebound Meals Driver](#), [Vaughn Center Manager](#), [SAIL Center Assistant](#), [Program Support Specialist](#), Volunteers, Senior Aides, ~~Mature Staffing~~

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 (EC-8)

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 Domain

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.

POSITION DESCRIPTION

Title: Program Support Specialist (Part-Time)

Department: Council on Aging

Date: June 2018

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: Director of Council on Aging, Chief Administrative Assistant

Subordinate Staff: None

Internal Contacts: Council on Aging Staff

External Contacts:

Status: Classified/Non-Exempt (E)

Job Summary

Assist case manager with interviewing and qualifying clients for S.A.I.N.T.S program. Provide clients with one on one assistance in grocery shopping, doctors office visits, etc. Provide resource information for clients and continue outreach as needed. Assist with special events, programs and provide administrative staff support as needed. Maintaining S.E.E.K. program, updating files, conducting client intakes and maintaining current contact information. Provide support at S.A.I.L. Centers as needed, following food service procedures, assisting with meal prep, service and delivery, daily reporting, collecting/recording donations and maintain cleanliness of Center. Provide support for COA senior classes, assist clients with selecting projects, materials needed, provide guidance, pour items and insure project pieces are available as needed. Assist with telephone reassurance calls as needed.

Job Domain

A. Information, Assistance and Outreach

1. Greet, assist and provide information to public.
2. Assess/interview clients periodically for changes in needs.
3. Assist with COA outreach activities.

B. Record Keeping

1. Maintain schedule of clients served.
2. Update and maintain SEEK files.
3. Record donations as received.
4. Prepare meal reports.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping and food service.
2. Ability and willingness to learn departmental programs, policies and procedures.
3. Ability to deal with the elderly and general public in a courteous and polite manner.
4. Ability to follow written and oral instructions.
5. Establish and maintain cooperative working relationships with those in course of work.

Minimum Qualifications

1. Must have own transportation.
2. Must possess and maintain valid driver's license.
3. Must maintain a good driving record.
4. Must maintain personal liability insurance.
5. Be willing and available to attend training related to job.
6. Be responsible for keeping accurate time sheets.