

SPECIALIST, SERVICES FOR THE AGING

GENERAL STATEMENT OF DUTIES: Assists in the implementation and operation of a special services component or performs a wide variety of tasks in the operation of a municipal office for the aging; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the operation of an office for the aging or assisting in the implementation or operation of a services component of the office for the aging. Work may be performed under the general supervision of a Coordinator of Services for the Aging or the Director. Supervision may be exercised over the subordinates.

EXAMPLES OF WORK: (Illustrative Only)

- Assists in the implementation and operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;
- Assists the Coordinator of Service for the Aging or the Director in the performance of his duties;
- Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
- Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;
- Attends meetings and speaks to groups concerning the problems of older persons and the role of the office for the aging;
- Makes recommendations to Director regarding problems and services for older persons;
- Supervises the activities of assigned staff and volunteer workers.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the characteristics, needs and interests of the aging; working knowledge of community agencies, facilities and services which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to organize; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's and one year of full-time paid experience in adult education, recreation, community development, community health services, counseling, social work; public administration, work placement or related fields; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an associate degree and three years of experience in community organization or the field of aging; **OR**
- (C) Any equivalent combination of training and experience as indicated in (A) and (B).