

GENESEE COUNTY

OFA SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional position in which an employee is responsible for the day to day operation of the long term care services provided by the Office for the Aging. The incumbent in this position reports directly to the Director, Office for the Aging, and directly supervises subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and oversees the EISEP In Home Care Program, and Home Delivered Meals Program Plans and promotes supportive services and programs for care givers, and assures compliance with the objectives set forth by the Care giver Resource Center Grant.

Accepts referrals from Nutrition Services, and coordinates services with same.

Supervises and evaluates staff in administering programs to promote the welfare of the elderly.

Counsels care givers and clients in regard to in home services and/or nursing home placements.

Develops and maintains a cooperative working relationship with a variety of referral service providers and community groups.

Advocates, when possible, for seniors for whom there are no programs available to meet their needs

Maintains necessary records, and prepares departmental reports.

Assists with providing information to public and clients by contributing articles for newsletter, and searching out resource materials.

Provides and/or facilitates a variety of informational and in service programs.

Assists with the monitoring of contracts.

May be required to make home visits.

Attends seminars and training as required.

The above examples of duties are intended only as illustrations of the various types of work 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 of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of techniques of case recording, good knowledge of modern principles and practices of social case work and social group work; good knowledge of the range of services and entitlements available to the elderly; working knowledge of Federal, State and local applicable laws and programs; ability to plan and direct the work of others; ability to establish and maintain successful relationships with others; ability to interpret the work of the agency; ability to organize, ability to communicate clearly and effectively both verbally and in writing; ability to drive a vehicle; good powers of observation and analysis; sensitivity to the special problems faced by the chronically ill/homebound elderly; emotional maturity; imagination; judgment; tact.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of the job.

While performing the duties of the job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is required to walk, talk, hear, and frequently drive a vehicle.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus, and make visual observations of service users.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in Human Services, Gerontology, Social Work, Psychology, Sociology, Education, or related field, and three (3) years of full time, paid experience working in a human service agency providing social work services to the elderly.
- OR** B. Graduation from a regionally accredited or New York State registered two year college with an associate's degree in Human Services or related field, and five (5) years of full time, paid experience working in a human service agency providing social work services to the elderly.
- OR** C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate, valid NYS Driver's license.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 2/15/01

Revises 7/21/04