

GENESEE COUNTY

SPECIALIST, SERVICES FOR THE AGING (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the implementation or operation of a services component of the Office For The Aging. Work is performed under the general supervision of the Director with wide latitude for the exercise of independent judgment. Supervision may be exercised over subordinates. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Coordinates, implements and operates specific service components for elderly clients;
Performs a variety of tasks in support of programs and services for older persons;
Assists the Director in the performance of administrative 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 programs and services for older persons;
May perform work performance evaluations;
Oversees reports and program procedures and monitors contracts;
Supervises the activities of assigned staff and volunteer workers.

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 to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONNEL

CHARACTERISTICS: Good knowledge of the characteristics, needs and interest 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this 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 and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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SPECIALIST, SERVICES FOR THE AGING (HELP Program)

Page 2

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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:

EITHER:

- A. Possession of a Bachelor's degree or higher **AND** two (2) years of full-time paid experience in social work in a community, or social action program, teaching in an accredited school, community services worker or case aide work in a human services agency;

OR:

- B. Possession of a valid license issued by the State of New York to practice as a Registered Professional Nurse with one (1) year full-time paid experience as such **AND** two (2) additional years of full-time paid experience as defined in (A) above;

OR:

- C. Possession of an Associate's degree **AND** four (4) years of full-time paid experience as defined in (A) above;

OR:

- D. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **AND** six (6) years full-time paid experience in social work in a community, or social action program, teaching in an accredited school, community services worker or case aide work in a human services agency;

OR:

- E. An equivalent combination of training, education and/or experience as defined by the limits of (A) above.

NOTE: Part-time experience as defined above will be considered on a prorated basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

SPECIALIST, SERVICES FOR THE AGING (HELP Program)

Page 3

Non-Competitive Class

Adopted 11/27/24