

HUMAN ~~COMMUNITY~~ SERVICES SENIOR COORDINATOR

Job Summary:

Under direct supervision of the Human Services Supervisor and general supervision of the Human Services Manager is responsible for senior program planning, leadership and supervision of older adult programs. The Coordinator performs, organizes, and implements a variety of specialized senior social services, senior recreation, case management, and social-work related duties. In addition, the Coordinator organizes, refers, and coordinates in-home services and performs a variety of other duties related to assisting older adults to maintain rapport with participants and other agencies, and providing senior services to the general public. The Senior Coordinator supervises senior recreation program staff, interns/practicum students, and volunteers in the delivery of program events, reviews work on site, during staff meetings, program supervision and informal discussions.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class.

Management reserves the right to add, modify, change or rescind related duties and work Assignments.)

1. Plans, organizes, and coordinates ~~senior resources~~ and recreational activities in the specialized area of older adult programs.
2. Organizes and coordinates the scheduling of all older adult recreation, independent living, senior resources and special events.
3. Conducts research for new senior ~~recreation~~ programs.
4. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, utilization of supplies and equipment.
5. Recommends and researches new trends and programs for community services.
6. Enforces rules and regulations to assure the safety and welfare of participants.
7. Assists in budget preparation and monitors ~~senior~~community services budget expenditures.
8. Drafts promotional materials, correspondence, and reports to promote participation.
9. Recruits, hires, trains, supervise, and evaluate assistants, part-time personnel, volunteers, and interns.
10. Provides information to and consults with the public.
11. Collects fees, financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
12. Assists with preparing and implementing periodic statistical reports and surveys pertaining to ~~community~~ senior service programs.
13. Maintains accurate records, files, and reports regarding services rendered and program participation; prepares a variety of reports as required.
14. Conducts in-home assessments on an as-needed basis to assist with City programs as well as referrals to enroll with various other programs.
15. May serve as a representative of Human Services on various Committees and Commissions on Aging. Works with the Senior Advisory Commission to identify senior needs and implement programs.
16. Acts as a liaison to social service agencies and other organizations regarding senior social services.
- ~~17. Establishes and maintains effective working relationships with others.~~
18. Performs other related duties as assigned.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

A Bachelor's degree required, preferably in Gerontology, Social Welfare, Human Services or other related field or equivalent and two (2) years of full time paid experience in gerontology. In addition, Experience in planning, scheduling, implementation, and supervision of older adults and senior recreation programs.

Exhibit 13

42

Knowledge of:

- Principals and practices of senior program planning, development, implementation and administration.
- ~~Principals, methods and techniques of developing and organizing community services activities.~~
- ~~Rules, practices, and equipment used in community service activities.~~
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.
- Senior citizens' Older Adult group resources, needs, and limitations.
- ~~Basic budgeting practices and procedures. (repeated #7)~~
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- ~~General recordkeeping practices. (repeated #11)~~
- Interpersonal skills, using tact, patience and courtesy.
- Cash/payment receipt procedures.
- Principles and practices of Geriatric social work and case management systems.
- Familiarity with counseling techniques, support groups, and crisis intervention.

Skill and/or Ability to:

- Implement senior citizens recreational activities and special events.
- Establish and maintain effective working relationship with others.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Train, Supervise, and evaluate staff.
- Interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Operate computers and related software.
- Apply first aid and CPR.
- Ensure implementation of Department Blue Print, a Purpose-Driven Program (P.D.P) method of planning, implementing, and evaluating events/programs.

License and Certificates:

Possession of valid California Class C driver's license. The employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR are required.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally require:

- Mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- May be required to work evenings and/or weekends.
- Is subject to inside and outside environmental conditions.
- Maintain confidential information as it pertains to the job.
- Maintain confidential information as it pertains to participants' personal information and HIPAA rights.
- May be required to use City and/or personal vehicle in the course of employment.