

**Town of Waterford
Director of Senior Services**

Position Available
General Government Administrators

The following position is presently open at the Town of Waterford.

VACANCY EFFECTIVE: JANUARY 2017

**APPLICATIONS MUST BE IN THE HUMAN RESOURCES OFFICE BY 4:00 P.M. FRIDAY,
JANUARY 6, 2017.**

Senior Citizens' Commission
Chairman and First Selectman
SUPERVISOR

MP-9
CLASSIFICATION

First Selectman
REVIEWING AUTHORITY

Senior Services
DEPARTMENT

A. PURPOSE OF POSITION:

Administers, plans, directs, supervises and budgets for comprehensive municipal senior services. Initiates, formulates, manages and coordinates a full-scale community based social service, education, and recreation program for the well-being of older citizens and their family members/caregivers.

B. SUPERVISION RECEIVED:

The Senior Citizens' Commission reviews work performance in accordance with Commission policies. The First Selectman directs the administration of the department in accordance with the Town Charter.

C. SUPERVISION EXERCISED:

Supervises all full-time and part-time staff including seasonal staff and volunteers as necessary.

D. DUTIES:

1. Plans, administers, directs, supervises and implements the development of all department social service and recreation programs for Town's older residents.
2. Oversees department's case management services and recreational programs on a daily basis -- to include evening and weekends.
3. Supervises and evaluates staff.
4. Prepares, manages and presents an annual budget. Implements and verifies program and service fee schedule as directed by the Town. Oversees the collection and disbursement of all program fees. Plans, implements, organizes and directs all fundraising initiatives.
5. Oversees regular maintenance of all department properties, vehicles and equipment. Plans for all department capital improvement requests in accordance with Town schedules.
6. Writes, and/or reviews all department-related publications, including senior services activity reports as required.

7. Serves as *Municipal Agent for the Elderly* (MAE) in accordance with the State of Connecticut General Statute #7-127-b.
8. Serves as personal ombudsman/counselor/advocator for seniors. Makes individual assessments of older active residents providing home visitation appointments as necessary to homebound residents due to physical and/or mental disabilities. Addresses older resident's concerns in the areas of finance, recreation, legal, employment, health, housing, transportation and social service needs. Advises residents of their entitlement to federal, state and community resources in an effort to decrease isolation and promote independence. Assists clients with the preparation of necessary forms related to Medicare, Medicaid and other insurance claims.
9. Writes and/or reviews client intake forms to ensure an accurate recording of all transactions. Oversees client follow up as appropriate.
10. Oversees the dissemination of all written, audio and video information pertinent to the welfare of older residents and their family members.
11. Oversees weekend reassurance call program.
12. Conducts outreach presentations/counseling sessions at Town based elderly housing situations and other related community based agencies on a regular basis.
13. Initiates and prepares grant applications as necessary.
14. Makes public presentations on behalf of the agency. Establishes rapport with the network of federal, state and local agencies affiliated with elderly affairs such as Social Security/Veterans, Protective Services, Probate Court, long term care facilities, regional hospital and visiting nurse associations, etc. Enlists and coordinates other public and private groups in conducting programs for the benefit of Town's senior services delivery system.
15. Serves as Town of Waterford Coordinator for *Americans with Disabilities Act* (ADA). Prepares detailed reports as required by town, state or federal agencies.
16. All other duties as assigned.

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)

1. Administration/Supervision/Fiscal Management
Considerable knowledge of administration, fiscal management, budget preparation and fundraising initiatives. Considerable experience with personnel and program management principles, practices, policies and procedures as far as the delivery of a comprehensive municipal social services/recreation based agency. Ability to obtain *public service drivers' license, Food Handler's Licensure* and *CPR/First Aid* certifications.
2. Human Services/Public Relations
Must have specific knowledge of federal, state and both public and private community based social services and recreation resources for older residents. Considerable experience providing individual case management services and facilitating groups, intake assessment, case management, referral and follow-up services with an older population. Ability to assist clients in a sensitive, compassionate and confidential manner. Considerable experience as far as public relations, delivery or presentations, and other related outreach initiatives.

F. PHYSICAL DEMANDS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

G. EDUCATION & TRAINING:

Not less than a four (4) year formal college degree in a social service related field, i.e. social work, psychology, counseling. A master's degree in social work or related areas is strongly preferred. A minimum of three (3) years experience working in an administrative/supervisory position in a municipal senior services department or comparable agency which services the older population is required.

~~SrServices-Director Posting~~

/S/

December 19, 2016

Joyce A. Sauchuk, Director of Human Resources

Date

cc:	Town Hall Bulletin Board	Senior Services
	First Selectman	Utility Commission
	Town Clerk	Bureau of Fire Prevention
	Tax Collector	Library
	Assessor	Public Works Department
	Youth Service Bureau	Police Department
	Finance Department	Recreation & Parks
	Planning, Building & Health	

Michael Bekech, President/Secretary, General Government Administrators