

AGING SPECIALIST II

NATURE OF WORK

This is intermediate-level social service work providing program services to a primarily geriatric clientele.

Work involves responsibility for identifying, planning, scheduling and evaluating educational programs, recreational or social activities; monitoring, recording and depositing client fees for program events and services; compiling statistics and completing reports; and recruiting, training, supervising, scheduling and planning the work of support staff, volunteers, and/or interns. Work also includes interacting with participants at routine and special program events and/or in home or rehabilitative environments; referring participants to local community service agencies; and delivering presentations and providing information concerning facility programs and services to community groups, churches and network service providers. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and adherence to relative policies and procedures.

EXAMPLES OF WORK PERFORMED

Identifies, plans, schedules and evaluates educational programs, recreational or social activities, meal menus, and/or program support services for geriatric populations; monitors, records and deposits client fees for program events and services; compiles and maintains statistics on daily program services, special events and scheduled fundraising activities; completes required programmatic forms and reports.

Recruits, trains, supervises, schedules and plans the work of support staff, volunteers, and/or interns; arranges appreciation events for volunteers and program participants; interacts with participants at routine and special program events and/or in home or rehabilitative environments; refers participants to local community service agencies or Aging Partners, when appropriate.

Participates in agency task forces, staff meetings, local community groups and/or advisory councils to exchange information, provide input and obtain feedback regarding program services and impact on clientele; delivers presentations concerning facility programs and services to community groups, churches and network service providers.

Arranges or assists in provision of building maintenance and security, as needed; orders and receives supplies; maintains accurate records.

Provides input and assists in the development and revision of relative policies and procedures; incorporates adherence to safety guidelines into training and informational sessions; answers routine questions concerning relative programs, activities and/or services.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the social and recreational needs and preferences of elderly and disabled populations.

Some knowledge of social service agencies and local service providers within the community.

Some knowledge of personal computer systems.

Ability to identify, plan, coordinate and evaluate educational, recreational and social activities provided for a geriatric population.

Ability to establish and maintain effective working relationships with participants, co-workers, community agencies and service providers and the general public.

Ability to communicate effectively both orally and in writing, including presentations and reports.

Ability to maintain accurate records of activities or services provided and fees assessed.

Ability to plan, organize, supervise and evaluate the work of subordinate staff, volunteers and interns.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by coursework in gerontology, psychology, sociology, human services or related field plus six months of experience in providing program services to a geriatric population or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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