



**North Eastman Health Association Inc.
Job Description**

**SERVICE TO SENIORS COORDINATOR/
SPECIALIST**

Position Summary:

Consistent with the North Eastman Health Association Inc. Vision, Values and Mission Statement the Services to Seniors Coordinator / Specialist is responsible for the regional development of community-oriented services, supports and programs that will enhance the health and social well-being of the senior population in The North Eastman Region. The Services to Seniors Coordinator / Specialist will collaborate with other regional colleagues and local communities to identify needs and implement strategies to support the independent living of older adults.

Reports to: Home Care Manager

Qualifications:

1. Education and Experience
 - University degree in a social science or community development related field.
 - Additional educational preparation in Gerontology is an asset.
2. Knowledge skills and abilities.
 - Broad knowledge and experience in community development and gerontology.
 - Must have the ability to communicate effectively both verbally and in writing.
 - Ability to work independently and to maintain positive working relationships.
 - Must have excellent organizational and interpersonal skills.
 - Must be committed to continuing professional development.

Duties and Responsibilities:

1. Develops and maintains a current gerontology overview of the Region and its communities in terms of the pertinent issues related to the aging population.
2. Assesses the needs of the elderly in order to determine new or improved services that are feasible by promoting community discussions on aging.
3. Consults and partners with various disciplines and communities in order to develop community-based and community developed initiatives intended to meet the needs of the target population.

4. Develops / implements local surveys of needs, compiling a complete listing of available programs / resources.
5. Promotes positive attitudes to aging by working in collaboration with communities, organizations, Boards and individuals in developing workshops and seminars on health promotion.
6. Monitors regionally funded Support Services to Seniors projects to ensure that programs are operating within the guidelines under which they were funded.
7. Provides consultation to Services to Seniors Boards and Coordinators in relation to program and operating issues.
8. Promotes, develops, manages and provides leadership to regional Adult Day Programs.
9. Reports to the Home Care Manager on all aspects of programming, concerns, trends and makes recommendation on continued funding for Support Services to Seniors Projects and Adult Day Programs.
10. Maintains up to date record on all projects.
11. Maintains confidentiality of information in relation to clients and programs.
12. Participates in quality management.
13. Participates in self-evaluation and contributes to the evaluation of Adult Day Program staff.
14. Participates in relevant education programs, inservices and workshops to increase professional competency and meet personal needs and goals.
15. Seeks appropriate supervision of own actions.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Human Resources Manager Date

NOTE: Original Signed and Dated May 7, 2002