**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Senior Center*

## *Director of Elderly Services(Manager)*

## 

## GENERAL STATEMENT OF DUTIES:

This position is an active administrative position to oversee and promote the activities of the Town of Seymour Senior Center.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Plans activities and trips for the Senior Center
* Supervises daily activities at the Senior Center
* Takes payments for activities and trips, maintain accounting records, make deposits & submit reports and receipts to Finance Dept.
* Prepares and monitors Elderly Services Budget
* Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
* Writes and submit grants on behalf of department
* Supervises trips to insure safety, handle problems that arise
* Network with agencies in the area to provide health, financial and elderly services information and programs
* Oversees and sets Bus Schedule for transportation (doctor appointments, shopping & activities sponsored by the Center)
* Prepares, for publication, a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding senior adult programs or services and events in the community.
* Interacts with the elderly or their families about issues facing them
* Contact families of elderly attending activities at the Center if there are changes in behavior that put them at risk (ex. Confusion, driving)
* Contact proper agencies if there is a suspicion of abuse or neglect
* Write support letters for regional agencies who provide services to the elderly when applying for grants that benefit Seymour
* Submit monthly reports of activities to Commission On Aging
* Performs duties of a Senior Advocate by providing information, referral, resources and assistance to seniors on benefits and services available to them. This would include health care, social security, legal and financial assistance, military benefits, health resources, housing alternatives, food programs, transportation and caregiver resources.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Director of Operations.
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

* Oversees all Senior Center staff.
* Oversees any indirect Senior Center staffing, such as personnel brought in for classes or recreation activities.
* Oversees Senior Center Bus Driver.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* A general knowledge of computer skills with word processing accuracy.
* Assist and support creative, independent activities by senior population.
* Must have excellent language skills, both oral and written.

## EXPERIENCE AND TRAINING:

* High school graduate with a demonstrated ability to oversee and coordinate activities and programs within the senior population.
* Related experience in the field of social services or senior services preferred but not required.
* Must be willing to become CPR certified and AED First Aide certified and agree to maintain such certification.
* Must possess a valid Connecticut Driver’s License
* Flexibility necessary, occasional evenings & weekend events

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, The Director of Operations, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and a mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.