

Council on Aging Director Job Posting – August 2022

The Groveland Council on Aging is seeking a qualified full-time (37.5hrs/wk) Council on Aging Director. This position oversees all aspects of Elder Affairs for the Town of Groveland. The Director identifies programs, services and activities that enable Groveland elders to be active participants in the community. The Director also advocates and educates the community on this unique population. The Director sets goals and objectives yearly, and is responsible for supervisory, fiscal and administrative work associated with the COA.

Salary: \$65,000/year DOQ; Benefit eligible. Qualified candidates should send letter of interest and resume to apply@grovelandma.com or via mail to the Groveland Town Administrator, 183 Main St., Groveland, MA 01834. Position open until filled. Resumes will be reviewed as received.

For more information, please visit our website at: www.grovelandma.com. AA/EOE.

Job Title: Director of Council on Aging (COA)

Department: Council on Aging (COA)

Work Hours: Full Time, Benefit Eligible -37.5 hours/week

Salary: \$65,000/year

General Position Overview:

This position oversees all aspects of Elder Affairs for the Town of Groveland. The Director identifies programs, services and activities that enable Groveland elders to be active participants in the community. The Director also advocates and educates the community on this unique population. The Director utilizes internal and external resources to provide said programs. The Director sets goals and objectives yearly, and is responsible for supervisory, fiscal and administrative work associated with the COA.

The position reports to the Board of Directors within the confines of policies and procedures for the Town of Groveland and the Board of Selectmen.

Job Environment:

Work is performed in typical office conditions. The office is moderately active and noisy and there are frequent interruptions. The job involves frequent travel to meetings and other communities. Work may also involve attendance at evening meetings.

Candidate must be able to drive, and operate business machines such as computer, telephone, copier, fax and other office equipment. Some light lifting is required.

Essential Responsibilities:

- Attend monthly COA Board Meetings, prepare for and present a Director's Report for the meeting.
- Prepare annual budget for final presentation to the Board of Selectmen.
- Interface with related municipal committees.
- Oversee daily operation of the COA, including programming, meal site operations, outreach coordination, staff and volunteer participants.
- Recruit, train and provide direct supervision of all staff members. This includes both full and part time staff as well as volunteer activities.
- Meet regularly with the Outreach Coordinator and office staff for input and feedback.

- Write state formula and other grant proposals.
- Manage accounts, receivable and payable to COA. Monitor budget expenditures and financial records (oversight is provided by Town Accountant and Board Treasurer). Prepares warrants and biweekly payroll.
- Prepare monthly service and statistical reports using My Senior Center software.
- Prepare and file annual report with Elder Affairs.
- Coordinate all services including transportation, tax assistance, health insurance counselling, health clinics, social activities, workshops and miscellaneous programs.
- Maintain the town Food Pantry.
- Coordinate all services to elders and family members. Facilitate access to all relevant services and referrals and resources available.
- Provide mutual aid in response to crisis coordinating with local agencies and safety and emergency management as appropriate.
- Prepare and distribute monthly Newsletter, both on paper and on the Town Website.
- Maintain the COA Page on the Town Website and Facebook Page with program and services information.
- Attend training workshops and other professional development opportunities.
- Maintain relationship with the Friends of the COA, Arts Council and other charitable foundations and trusts.
- Network with other COA's, agencies, and providers of elder services to ensure the provision of coordinated services.

Recommended Minimal Qualifications:

Education/Training/Experience

- BS in Sociology, Human Services, Psychology or related field. MS is desirable.
- Three to five years' relevant experience in adult or elder services or any equivalent combination of education and experience.

- Familiarity with state and federal regulations regarding Human Services and Elder Affairs.
- Ability to demonstrate patience, compassion and flexibility as well as the ability to make independent decisions in a crisis situation.
- Strong communication skills, organizational skills and Interpersonal skills, both written and verbal.
- Requires ethical and confidentiality skills at all times, in HIPPA, financial and personal matters.
- Full background check Including CORI required.