

Department: Aging Services
Classification: Competitive
Grade: 10

SPEC DISK E2
DOCUMENT 51

SPECIALIST, SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the implementation and operation of a special services component or performs a wide variety of tasks in the operation of a municipal Office for the Aging. Work may be performed under the general supervision of the Director, Office for the Aging. Supervision may be exercised over subordinates. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the implementation and operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;
Assists the Director, Office for the Aging in the performance of his/her duties;
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
Works directly with older persons or their delegates, and identifies agencies and individuals potentially useful to older persons;
Attends meetings and speaks to groups concerning the problems of older persons and the role of the Office for the Aging;
Makes recommendations to Director regarding programs and services for older persons;
Supervises the activities of assigned staff and volunteer workers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics, needs, and interests of the aging; working knowledge of community agencies, facilities, and services which can be utilized to aid the elderly; working knowledge of public information and relation techniques; ability to organize; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Eighteen months (18) of permanent competitive status as a Senior Aging Services Aide within the Essex County Office for the Aging Department.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and one year of experience in adult education, recreation, community development, community health services, counseling, social work, public administration, work placement, or related fields; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate degree and three years of experience in community organization or the field of aging; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Amended: 2/20/01

Revised: 7/11/19
