

NOTICE OF VACANCY - PLEASE POST

TITLE: Director of Council on Aging

DEPARTMENT: Park, Recreation and Community Services

POSITION STATUS: Full-time, management position, with benefits

SUPERVISION EXERCISED: Supervises subordinate staff within Department

SALARY: \$68,300.00

DUTIES AND RESPONSIBILITIES:

Responsible for planning, coordination, implementation, and day-to-day operation of programs and services in the areas of social services, meals, (both at the center and homebound), transportation, recreation, housing, legal services, health and clinics, delivered both at the Center and in the community.

Responsible for all other programs and services delivered or caused to be delivered under the auspices of the Salem Council on Aging in the future, either independently or jointly with other agencies in the city or region.

Responsible for the fiscal management and control of the programs and services of the Council on Aging.

Prepares annual budget.

Reviews cost and effectiveness of all programs and services of the Salem Council on Aging.

Responsible for fiscal management and funding development including grant applications from sources including, but not limited to: Formula Grant, CDBG, and Title III. Obtains, through liaison and support of appropriate city, regional, state, and federal agencies, funding sufficient to provide needed and essential service to the elderly.

Supervises, staff of the programs and services of the Salem Council on Aging. Identifies, proposes, develops, and implements ongoing staff training for all staff in response to services, management, administration, documentation, professional conduct, planning and policy implementation, interagency coordination and cooperation and the non-duplication of services.

Prepares monthly newsletter, press releases and the like, for print and social media to insure the dissemination of appropriate information and the exchange of information, concerns and issues affecting the elderly of the City of Salem.

Prepares annual reports and others as required with external agencies, including the Executive Office of Elder Affairs, the City, and North Shore Elder Services.

Prepares agenda for and attends Council on Aging meetings.

Obtains membership, participates, links, and communicates with appropriate local, city, regional, state and federal organization, agencies and groups for the comprehensive planning, programming and funding of elder services and programs.

Attends conferences, programs, public hearings, meetings, and acts with the Chairperson of the Salem Council on Aging spokesperson; may designate a representative from the staff to participate in such programs, conferences.

Performs other appropriate duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Prior direct management and supervisory and administrative experience in human services programs.

Working familiarity with the elder service network and resources, as well as state and local laws, practices, and regulations regarding elder human service programs.

Thorough knowledge of and professional training in the social, economic, physical, and mental health needs of the elderly.

Experience with and practical knowledge of resources, services and programs available to the elderly; prior program management and administration experience with elderly programming.

Ability to administer, supervise, train and direct others. Ability to evaluate, plan and maintain appropriate staffing support for funded programs. Ability to develop fiscal and programmatic procedures and records and prepare report relative to the same.

QUALIFICATIONS REQUIRED:

Bachelor's degree in public/business administration, community organization, social work, gerontology, human relations, recreation or a related field and five to seven years' experience in a community setting providing services to senior citizens, or a Master's Degree with a minimum of two years of full-time (paid) responsible work may substitute for up to two (2) years of non-graduate study, or one year of graduate work.

Must have a strong, working familiarity with state and local laws, practices and regulations regarding human service (elder) programs.

Must be knowledgeable regarding elder needs and resources. Must be flexible, able to interact with others, and be able to respect/preserve confidentiality, and of exercising independent judgment.

Excellent written and oral communications and counseling skills, along with management/leadership ability and/or the ability to exercise judgment and empathize with elders. Ability to write grant proposals;

Demonstrated proficiency with Microsoft applications. Ability to speak Spanish a plus.

Valid MA driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

DEADLINE:

Any person wishing to apply should do so, in writing, via email to jobs@salem.com, no later than **October 23, 2015**.

Lisa B. Cammarata, Director, Human Resources
City of Salem
120 Washington Street, 4th floor
Salem, Massachusetts 01970

DATED: October 6, 2015

The City of Salem is an EEO/AA Employer