

CLINTON COUNTY COMMUNITY ACTION PROGRAM, INC
Wilmington, Ohio

SENIOR OPERATIONS

JOB DESCRIPTION

JOB TITLE: Director, Aging Up Center

DEPARTMENT: SENIOR SERVICES

SUMMARY: Responsible for operation of Senior Services Programs

MINIMUM QUALIFICATIONS:

Education:

High School diploma (or equivalent)

Higher education in management, social work or gerontology, preferred

Experience:

Two years management experience preferred

Job Requirements:

- Communicates both written and verbally with client/families, employees, vendors and funding source personnel
- Passes a criminal background check
- Valid State of Ohio drivers license
- Successful completion of drivers training programs
- Insurable
- Maintains confidentiality and respect of personal property of all program participants
- Passes drug and alcohol screening
- Meets driver minimum health requirements
- Ability to apply for funding/write grants

DUTIES AND RESPONSIBILITIES:

General

- Promotes a positive community image at all times
- Supports and fosters independence, dignity and self-determination of clients/families
- Respects confidentiality and personal property of clients and coworkers
- Works as a team member and accepts other duties as assigned
- Administer the monthly food boxes in coordination with the foodbank – maintain waiting list and all paperwork

Senior Services

- Insures that all program goals and objectives are met according to contracts and agreements with the Council on Aging of Southwestern Ohio, Mature Services and other funding sources.
- Insures that all program reports and related documentation are maintained accurately and submitted to appropriate sources in a timely manner
- Insures that all Senior Services program and staff are in compliance with all federal, state and local and agency regulations, ordinances and policies
- Partners with community agencies, business and individuals to increase awareness of and promote Senior Services programs and activities
- Conducts staff meetings on a regular basis to disseminate information to staff members
- Attends appropriate Provider-related meetings scheduled by the Council on Aging (COA)
- Insures that Senior Services provides a clean, safe and positive image to the seniors and the community
- Performs all other related duties as assigned by the Executive Director
- Seeks additional funding sources for the center

Supervision Given:

Site Coordinator; Supportive Services Specialist; Volunteers; Mature Services Workers

Supervised by:

Executive Director, CCCAP

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Visual, hearing and physical ability sufficient to effectively communicate orally and in writing
- Performs tasks involving physical activity that may include heavy lifting, extensive bending, stooping, walking, lifting, sitting and standing
- Lifts 50 pounds
- Works outside in all weather

MACHINES, TOOLS, EQUIPMENT AND WORK AIDES USED:

- Computer, fax, cell phones, copier
- Kitchen equipment
- Operates minivans, 14 passenger vans, lift van for clients with disabilities
- Emergency equipment
- Wheelchairs

APPROVAL:

Employee _____ Date: _____

Executive Director _____ Date: _____