

Town of Westhampton

COUNCIL ON AGING COORDINATOR

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Report to COA Board and Selectboard

- Plan meeting agenda for monthly board meetings with the COA Board chairperson. Post agenda with the Town Clerk 48 hours in advance of the meeting, excluding Saturdays, Sundays and legal holidays.
- Attend COA and Hilltown Consortium meetings as well as other trainings, programs, and meetings to promote exchange of ideas and resources for rural seniors.
- Work with board, committees and volunteer groups.

Manage and coordinate services

- Keep up to date senior lists and newsletter labels.
- Hold Open Hours at Annex to give assistance to seniors.
- Assist with paperwork and publicity for the annual flu clinic.
- Provide referrals to local community services and resources.
- Work with board members in planning and coordinating special programs.

Fiscal Administration

- Prepare town COA Budget for Finance Committee.
- Write grant proposals for State EOEA and Federal Highland Valley Elder Service.
- Work with Town and COA treasurer as needed.
- Prepare a yearly COA report for the Town Report.

Qualifications

- Respect confidentiality
- Ability to work with and enjoy senior population
- Must be able to pass CORI check
- Good written, oral and computer skills
- Have a pleasant personality, sense of humor and knowledgeable about elder needs.

Physical requirements

- Minimal physical effort is generally required to perform duties under typical office conditions.
- The employee is frequently required to stand and walk, sit, speak and hear, use hands to operate equipment and lift books and records weighing up to 30 pounds.
- Vision requirements include the ability to read routine and complex documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Adopted July 18, 2011