

AGING SPECIALIST I

NATURE OF WORK

This is entry-level social service work providing and/or assisting in providing program services to a geriatric population.

Work involves organizing and communicating special events; publishing or assisting in publishing newsletter information and related program materials; supervising and participating in routine program services and planned educational or entertainment events; compiling required statistics for departmental reports; and, facilitating communication with other program divisions/sections through meetings, correspondence and joint program activities. An employee within this classification may supervise volunteers and/or interns involved in similar program activities.

Supervision is received from a superior with work being reviewed in the form of reports, conferences and adherence to prescribed policies and procedures.

EXAMPLES OF WORK PERFORMED

Oversees and assists in assigned routine facility/program services; assists in planning special education or program events; supervises and participates in regularly scheduled social and recreational activities; assists program participants in accessing necessary facility supplies and equipment.

Facilitates communication with coworkers, participants, supervisors and other program divisions through personal contact, informal training, meetings, correspondence and joint program activities; publishes or assists in publishing newsletter information and related facility/program materials.

Compiles required statistics for facility/program reports; maintains records concerning scheduled facility activities/events, number of participants and contributions, as required.

Supervises volunteers and/or interns involved in similar programs or program activities; coordinates and communicates facility/program activity information to ensure volunteer awareness and efficient participant and public access.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the social and recreational needs and preferences of elderly and disabled populations.

Some knowledge of human service agencies and the services they provide within the community.

Ability to plan, coordinate and participate in educational and entertainment events and activities sponsored by the department.

Ability to establish and maintain effective working relationships with participants, coworkers and the general public.

Ability to maintain accurate records pertaining to participant utilization of facility services and programs.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by coursework in gerontology, human services or recreation plus some experience in providing program services to a geriatric population.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus some experience in providing program services to a geriatric population or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Department Head

5\97

PS2420