

ELDER CARE COORDINATOR

Code No.: 4-16-099

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting and implementing an outreach plan for elderly and home bound residents of a town or village. The plan's objective is to determine and evaluate non-medical needs of the elderly and home bound and connect them with appropriate available community resource providers such as recreation, meals, utilities, etc. The incumbent oversees and participates in the outreach and follow up activities and is responsible for appropriate documentation and record keeping. Supervision is exercised over volunteers. The employee reports directly to and works under general supervision from a senior staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Assesses the non-medical needs of home bound and/or frail elderly town or village residents;

Develops and implements a comprehensive written plan to meet identified needs;

Develops and implements assessment methods;

Recruits, trains and assigns volunteers to conduct home visits;

Oversees and participates in conducting home and follow-up visits and telephone calls;

Researches appropriate community agencies and service providers, and maintains an up-to-date inventory;

Works with community and service providers to connect services to clients based on individual needs;

Prepares evaluations and quarterly reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the general community of the town or village to which assigned, including community service organizations and leaders; good knowledge of the utilization of local and other community service organizations, especially those serving the elderly and home bound; ability to oversee and participate in an outreach program; ability to conduct assessments of the non-medical needs of the elderly and home bound through information obtained through interviews; ability to develop assessment methods and strategies to meet the needs of the elderly; ability to research community agencies to meet the program's needs; ability to recruit, train, and assign volunteers; ability to communicate well both orally and in writing; ability to establish and maintain effective working relationships; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent public contact experience in a health or human service, public assistance, aging or related area; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Public contact work is defined as face-to-face or telephone communication involving persuasion, teaching, negotiation, explaining, counseling, interviewing and similar activities.

SPECIAL REQUIREMENT: Possession of a valid Class *5* Operator's License at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 30, 1989