

STOREY COUNTY SENIOR CENTER JOB DESCRIPTION

Site Coordinator

Class Title: Site Coordinator
Reports to: Senior Services Director
FLSA Status: Exempt
Created: 07/01/2020
Last Revised: 07/01/2020

JOB SUMMARY

Under direction of the Senior Services Director, or their designee, is responsible for managing the care needs of the elderly, including maintaining assessments, development of care plans and ensuring appropriate links between social, recreational, financial, health, and psychological resources within and external to the senior center programs; operates a senior/ community center in compliance with state and federal regulations; oversees staff; conducts and coordinates educational recreational, and social services for participants.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Conducts comprehensive client assessments and reassessments, including functional assessments, to develop and maintain care plans.
- Assists clients in accessing resources through information and referral systems; while assisting them in establishing attainable goals to maintain stability.
- Provides senior resources to the public, county, center, clients, family, caregivers, etc.
- Responds to referrals for city officials, health care professionals, neighbors, family, and the governing body regarding the safety and well-being of Storey County's elderly population.
- Meets goals set by the funding source and follows the grant requirements.
- Monitors client status and services by home visits or telephone.
- Maintains confidential case documentation of client assessments/ reassessments, social work, care plan, and service delivering monitoring.
- Maintains client database with emergency contact and medical information in the event of a community disaster.
- Assist in the development of county plans in partnership with the Senior Services Director.
- Prepares reports as required of casework and group work activity.
- Writes articles and prepares presentations for topical issues and/ or service needs of the aging.
- Researches latest needs and trends to delivering innovative care approaches for the elderly.
- May perform assigned special casework-related projects to assist the Senior Service Director.
- May provide oversight of volunteers and others as assigned.
- Cooperates with other community resources that serve the elderly.
- Attends and participates in meetings and committees and serves on advisory committee within the community with approval of supervisor.
- Performs office duties as needed.
- Maintains working relationships with other senior and human service programs.
- Maintain positive and professional staff and client relationships; welcome and greet clients and office guests.

- Answer phones in a professional manner and direct calls to appropriate persons to take detailed messages.
- Monitor and maintain office equipment; repair or replace malfunctioning equipment, schedule technicians when required.
- Oversees and coordinates a program of social and recreational services for program participants; recruits volunteers and services agencies to provide information programs and assistance to participants and the program's site; plans and conducts recreational programs for participants.
- In conjunction with the Senior Services Director, evaluates the performance of paid and volunteer staff; recommends hiring and discipline of staff; instructs and trains staff.
- Prepares and submits a variety of narrative, inventory, financial, and statistical reports regarding program operations and participation; keeps records of and account for cash and in-kind donations.
- Assists Senior Services Director in programs, budgets, audits, cost estimates, staffing and schedules, facilities, organization, capital needs, inventory, policies and manuals; prepares and presents complex technical reports and recommendations to the director.

EXAMPLES OF NON-ESSENTIAL FUNCTIONS

- Follow all SCSC policies, procedures; ADSD policies, procedures; and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings; and main professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth-running work area.
- Maintain high standards of personal appearance and grooming.
- Maintain confidentiality of all clients, staff, and community information deemed as such.

QUALIFICATIONS/ REQUIREMENTS

Any combination of training and/or experience, which demonstrates a potential to perform the duties of the position, including experience in:

- Be, at a minimum, 18 years old.
- Ability to read, write, and speak English.
- Knowledge of Storey County and surrounding region.
- Knowledge of how to use and maintain position's equipment and safety equipment.
- Function independently, have flexibility, and personal integrity.
- Skilled in identifying and recommending problem resolution; and ability to work independently with minimum supervision.
- Innovative care approaches for the elderly.
- Senior resources within the area.
- Ability to cope with mental and emotional stress related to the position.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Requires full range of body motion including lifting, manual and finger dexterity and eye-hand coordination.

- Requires standing, walking, pushing, bending, kneeling, and reaching at arm's length and overhead.
- Requires the ability to lift/ carry up to 50 pounds and push or pull objects exceeding 100 pounds, using appropriate body mechanics.
- Requires working under stressful conditions.
- Subject to participants that may have the potential for verbal or physical aggression.
- Subject to unpleasant odors.

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE:

The job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I _____, have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job position is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date

Director Signature

Date