San Juan County
Invites Applications for:
Sr. Services Manager / Lopez Sr. Services Coor.

<table>
<thead>
<tr>
<th>Position:</th>
<th>Senior Services Manager / Lopez Senior Services Coordinator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Health and Community Services</td>
</tr>
<tr>
<td>Type:</td>
<td>Regular, benefits, full-time (40 hours week), Exempt</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Range S-7 ($5,811.57 - $7,545.18 per month)</td>
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<tr>
<td></td>
<td>Starting pay will usually be $5,811.57 – $6,339.95 per month, depending on qualifications.</td>
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<tr>
<td>Bargaining Unit:</td>
<td>Unrepresented, at-will</td>
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<tr>
<td>Closing Date:</td>
<td>Open until filled.</td>
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Submit Completed Applications to:
Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA  98250
FAX: (360) 370-5085

For information and application materials, contact:
www.sanjuanco.com  or (360) 370-7402

EMPLOYMENT APPLICATION: An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

BENEFITS: The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County’s holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Leave benefits are pro-rated for part-time employees.

San Juan County is an Equal Opportunity Employer.

Please let us know if you need any accommodation to participate in the application process.
**BASIC FUNCTION:** Supervises County-wide senior services programs within Department of Health and Community Services. This position is the focal point for identifying, implementing and administering programs, resources, and activities that address issues affecting older citizens. Manages applications and reporting for grant-funded senior services programs in the County. Ensures services are offered in an accessible, fair, economical and fiscally responsible manner to all eligible citizens of San Juan County. Reviews and evaluates performance of programs, assigned staff, and sub-contractors.

In addition to County-wide responsibilities, this position is the coordinator of Senior Services on Lopez Island, including: information and assistance, case management, family caregiver support, transportation programs, volunteer program administration and training, respite program, and nutrition programs through the Lopez Senior Center. This position works with the Lopez Senior Services Operating Committee to ensure the efficient operation of the Lopez Senior Center and its grant-funded programs.

**MINIMUM QUALIFICATIONS:** Masters in Social Work (MSW) or BSW and four years of progressively responsible professional experience in social services, including supervision OR any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform essential job functions. Requires experience with older adults and people with disabilities and their caregivers; working knowledge of community-based long term services and supports; principles of community planning, budget management and general accounting; effectively presenting programs and proposals at public hearings; and a valid Washington State Driver's license. Must be certified through the Alliance of Information and Referral Systems (AIRS) within the first year of employment.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*As the Senior Services Manager:*

1. Manages and coordinates a comprehensive, countywide senior services program. Services included but are not limited to: Information and Assistance, Case Management, Family Caregiver Support, Nutrition and Transportation.

2. Conducts assessments to identify community needs and address gaps in service. Investigates available funding and resources. Prepares policy recommendations based on community priorities and responsible fiscal management of limited resources.

3. Plans, develops and manages the division’s operating budget, including; monitoring revenues and expenditures, developing and improving funding mechanisms and sources, and ensuring budgetary compliance, in partnership with the Department Director.

4. Plans, organizes and supervises the work of assigned professional staff and volunteers. Screens new applicants, interviews candidates, and recommends employee selection to department director. Monitors performance, provides effective feedback and conducts performance appraisals.

5. Trains, coaches and assures staff and volunteer skill development to assure continuous quality improvement.

6. Educates community members about social service issues through presentations at groups and organizations; testifies at public hearings; coordinates dissemination of information to senior community, their caregivers, and gatekeepers.
As the Lopez Senior Services Coordinator:

*1. Performs comprehensive assessments of clients, including interviewing clients, caregivers and supports. Develops case management program for vulnerable clients. Assesses functional abilities and designs service plans to maintain independence and dignity in the community. Arranges services if client or supports are unable. Links clients to necessary services, providing assistance as needed.

*2. Together with the senior operating committee, establishes educational events, training, and socialization opportunities based upon established needs or community preference.

*3. Coordinates nutrition program including both congregate meals and meals on wheels on Lopez Island. Works with Nutrition Director to ensure staffing, volunteers and program effectiveness. Responsible to assure proper cash management of nutrition donations (counting funds, documenting funds counted, and depositing funds).


*5. Provides staff support to senior operating committees and in other aspects of Senior Center operations.

General Employment:

*5. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

6. Other duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

KNOWLEDGE AND ABILITIES:

Knowledge of:
- Federal, State, regional and County programs, procedures and funding sources related to assigned programs, projects, activities and operations.
- Modern principles and methods of management for adult/aging programs
- Computer software, on-line reporting methods, and database management.

Ability to:
- Train, supervise, and evaluate personnel, establishing work performance standards and priorities, assessing to standards, mentoring, and developing a workplace culture of trust and support, where teamwork is essential.
- Establish and maintain cooperative and effective working relationships with others.
- Use listening skills effectively to ensure approachability and effective problem-solving.
• Develop and communicate the vision and mission of senior services in the County and support this vision and mission with strong leadership skills, mentoring of staff, and volunteer training.
• Work with citizen groups to identify senior community needs and seek funding for programs addressing those needs.
• Properly and efficiently document and organize work, maintain paper and electronic files according to standard.
• Act always with honesty, confidentiality, ethics and integrity in the performance of this work.
• Appropriately and effectively represent the County at a variety of community events and activities in support of senior services efforts.

PHYSICAL AND MENTAL REQUIREMENTS: Requires visual acuity to read written materials and assess clients general condition and for close work such as sustained computer use. Requires hearing acuity for speech discrimination frequently in large groups. Requires sitting, standing and physical ability to cover rough ground in the case of outer island service. Must be able to drive a motor vehicle. May frequently be required to physically assist client ambulation, including vehicle access and egress for disabled clients. Must be able to lift up to 20# and have knowledge of transfer techniques for disabled. Requires mental ability to build support systems to deal with deterioration, and frequent death of clients.

EQUIPMENT REQUIREMENTS:

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<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Telephone</td>
<td>15+</td>
<td>Daily</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>Weekly</td>
</tr>
<tr>
<td>Fax</td>
<td>1</td>
<td>Monthly</td>
</tr>
<tr>
<td>Computer</td>
<td>10+</td>
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WORKING CONDITIONS: Normal office conditions. Work is occasionally performed in client homes, adult family homes, nursing homes and hospitals. Work is performed one on one and in larger group settings. Travel to outer islands by small plane or boat is required up to 4 times per year. Occasionally receive after hours phone calls in critical client situations.