Position Title: Lead Senior Services Coordinator / Senior Center Facilitator  
Reports to: Community Services Manager  
Department: Health & Community Services  
FLSA Status: Non – Exempt  
Positions Supervised:  
Revised: 2/26/2002  
Directs the work of: Senior Center Specialist, Title V Receptionist, numerous Volunteers  

BASIC FUNCTION: Responsible for the efficient operation of the Senior Center and implementation of all social services offered through the Senior Center. Serves as a resource and major focal point in the community for services, activities, and issues affecting older people, including all grant funded activities (currently: Information and Assistance, Case Management, Transportation, Nutrition, Volunteer Services, Respite, and assumes countywide lead responsibility for Title XIX Medicaid Case Management. Collaborates with the private non-profit corporation of Senior Services Council of San Juan County Advisory Committee, and any “friends” or auxiliary groups. Such collaborations may include facility development and management, and fund-raising. Work is performed under the supervision of the Community Services Manager and the general direction of the Director of Health & Community Services.  

MINIMUM QUALIFICATIONS:  
Bachelor’s degree in relevant field and two years of experience providing direct human services. Valid Washington State Driver’s License.  

PRINCIPAL DUTIES - Asterisk designates essential function:  
*1. Coordinates dissemination of information to senior community, their caregivers and informal supports, gatekeepers. Writes and distributes monthly newsletters. Directs maintenance of comprehensive resource files.  
*2. Performs comprehensive assessment. Interviews clients, caregivers, and supports. Assesses functional abilities and designs service plans to maintain independence and dignity in the community. Arranges services if client or supports are unable. Performs case management for vulnerable clients. Implements all case management program standards. Links clients to necessary services, providing assistance as needed for general case management clients. Acts as lead case manager for Medicaid clients countywide. Accesses the State Medicaid system, prepares and uploads the comprehensive assessment/service plan and安排s payment for services to Medicaid clients through the Social Services Payment System (SSPS). Coordinates with other island case managers for day-to-day client contact.  
*3. Manages Senior Center building operations, scheduling and maintenance under protocols developed by the Senior Services Council. Works with Advisory Committee to plan for future capital improvements and to design fund-raising events and projects. Oversees bookings from outside organizations. Designs and schedules daily senior activities and special events. Recruits, trains, schedules and directs work of volunteers (~100) in all aspects of senior center operations.
*4. Provides staff support for Senior Services Council of San Juan County – local branch and Council as a whole. May log & acknowledge (or cause to be done) donations to SSC/SJC within written protocols established by Council.

*5. Recruits and recommends site staff (cook & assistants) for hire to Nutrition Director. Insures smooth efficient functioning of nutrition program and plans for future expansion and enhancement of both congregate meals and home delivered meals. Provides on-site management and provides information for performance evaluations of cook and assistants. May recommend training, corrective or disciplinary measures to Nutrition Director. Oversees menu selection, food orders, meal quality and storage. Implements all program standards. Supervises collection of nutrition donations and deposits.

*6. Recruits, recommends for hire, Title V trainee. Provides on-site management by directing all work assignments, is involved in evaluating performance, and implementing corrective or discipline measures, if necessary, under direction of Community Services Manager or Director of Health and Community Services. Designs training schedule and opportunities. Implements all program standards.

*7. Recruits, recommends for hire, Departmental Assistant (or Senior Center Specialist). Provides on-site management by directing all work, evaluating performance, and implementing corrective or discipline measures, if necessary, under direction of Community Services Manager or Director of Health and Community Services. Designs training schedule and opportunities. Implements all program standards.

*8. Arranges and provides training opportunities for individual providers for case management clients.

*9. 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.

10. Oversees Transportation Program. Implements all program standards.

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 requirements.
- Position requires mental ability to build support systems to deal with deterioration, and frequent death, of clients.
- Must be able to drive a motor vehicle.
- May frequently be required to physically assist client ambulation, vehicle access and egress for disabled clients.
- Must be able to lift up to 20# and have knowledge of transfer techniques for disabled.
- Must be able to work independently most of the time.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>Daily X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>3</td>
<td>Weekly X</td>
</tr>
<tr>
<td>Telephone</td>
<td>4</td>
<td>Monthly X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Fax</td>
<td>1</td>
<td>X</td>
</tr>
</tbody>
</table>

San Juan County
WORKING CONDITIONS
Work is primarily performed in noisy and congested office.
Work is performed with frequent, abrupt, and unexpected changes in work assignments and work priorities as a result of the constant flow of clients, activity participants, volunteers, and the general public.
Work is performed in client homes, adult family homes, nursing homes, and, sometimes, hospitals.
Work is performed one on one and larger group settings.
Travel to outer islands by small plane or boat is required up to 4 times per year. Transportation on outer islands is mainly on foot.
May receive after-hours phone calls in critical client and Center situations.
May be required to respond after hours if other assistance cannot be activated. Due to the “small community” atmosphere Coordinator is likely to be approached in informal settings such as markets, ferries, and restaurants.