SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Date: Senior Services Coordinator Revised: 2/26/2002
Reports to: Community Services Manager Department: Health & Community Services
FLSA Status: Non-Exempt Positions Supervised:

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, assists Lead Coordinator with Title XIX Medicaid Case Management. Collaborates with the private non-profit corporation of Senior Services Council of San Juan County, local 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 Health & Community Services' Director.

MINIMUM QUALIFICATIONS: Bachelor’s degree in relevant field and two years of experience providing direct human services, or a combination of education and experience which would provide the applicant with the desired knowledge, skills and abilities required to perform the job. Valid Washington State Driver’s License. When eligible, must be able to pass the AIRS certification test.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Coordinates dissemination of information to senior community, their caregivers and informal supports, gatekeepers. Writes and/or edits 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 case aide for Medicaid clients countywide in collaboration with Lead Senior Services Coordinator.
*3. Manages Senior Center programs. Oversees daily activities. Works with Advisory Committee to plan for future capital improvements and to design fund-raising events and projects. Designs and schedules daily senior activities and special events.
*4. Provide staff support for Senior Services Council of San Juan County – Orcas branch and Council as a whole. May log and acknowledge donations to SSC/SJC within written protocols.
*5. Recruits, trains, schedules and directs work of volunteers (~100) in all aspects of senior center operations.
*6. 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.

*7 Assists in recruitment and may recommend for hire the Departmental Assistant (Senior Center Specialist).

*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.

**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>
<tr>
<td>Computer</td>
<td>3</td>
<td>X</td>
</tr>
</tbody>
</table>

**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.