



# Amesbury

Office of Mayor C. Kenneth Gray

## **\*Job Posting\***

Letters and resumes due by:  
August 19, 2016  
12:00 PM

For More Information: Crystal Russell  
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## **Council on Aging Director**

The City of Amesbury seeks a full-time Director of the Amesbury Council on Aging. The Director will be compensated with an annual salary determined by the Mayor. The Director manages and oversees all operations of the COA, including the planning, coordination, and delivery of social services for elders and their families. The Director reports to the Mayor and the COA Board of Directors, and is responsible for the supervision of all staff and volunteers at the COA, including oversight of student interns and internship programming.

### **DUTIES AND RESPONSIBILITIES**

- Manages all financial operations of the COA under the direction of the Mayor and the CFO.
- Responsible for all community outreach via newsletters, web-based media, and other public relations.
- Manages the physical building in conjunction with the Merrimack Valley Regional Transportation Authority (MVRTA) to meet the needs of all the departments housed at the Senator Nicholas J. Costello Transportation Center.
- Attend evening events as necessary; professionally represent the COA at networking events, professional meetings, and community events.
- Conducts assessment of clients; reviews and determines case management plan; coordinates and implements delivery of services.
  - Assigns clients to outreach support staff (i.e. employees, interns, volunteers).
  - Conducts in-home visits to local elders to assist with information and service delivery; provide necessary referrals as needed.
  - Responds to crisis; coordinates with local agencies to modify or alleviate crises.
  - Manages and recruits interns for the COA.
- Assists clients in accessing and completing required applications for local, State, and Federal social service programs.
- Development of programs that will benefit the elder population and the community. Work with community agencies such as Amesbury Housing Authority and housing management companies.
- Develops community education that is multimedia-based (i.e. TV shows, radio shows).
- Conducts regular evaluations of COA programming.
- Grant Writing
  - Seek and identify potential health and human services grants.
  - Write grants to enhance programs and services for the COA.
- Miscellaneous tasks as may be assigned by the Mayor

## QUALIFICATIONS

- **Education and Experience:**
  - Preferred Master's Degree in Social Work – (LCSW) or health and human services related field
  - Minimum of a four-year college or university with a degree in social work or a closely related field; Massachusetts Licensed Social Worker
  - An equivalent combination of education and experience.
  
- **Necessary Knowledge, Skills and Abilities:**
  - Considerable knowledge of elder service programs and delivery systems;
  - Considerable knowledge of applicable local, State, and Federal laws and regulations.
  - Ability to manage crises and sensitive issues.
  - Ability to work and communicate with people while honoring confidentiality.
  - Ability to publically represent the COA in a professional manner.
  
- **Physical Demands**
  - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Employees are frequently required to assist clients as they walk or sit.
  - The employee must occasionally lift and /or move 25 pounds or more.
  - Employees are occasionally exposed to exceptionally dirty and odoriferous environments.
  - Employees are required to assist in setting and breaking down areas for programing.

Cover letters and resumes can be submitted via e-mail to Crystal Russell: [RussellC@amesburyma.gov](mailto:RussellC@amesburyma.gov).

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