



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **AGING SERVICES COORDINATOR**  
Jurisdictional Class: Competitive  
Civil Division: County  
Adoption: CSM 11/14/2018  
Revised: CSM 12/12/2018

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the oversight of and coordination and implementation of all services of the Office for the Aging. A person in this position may be responsible for the general, specific, long range and immediate planning. The work is performed under the general supervision of the Director of the Office for the Aging with considerable latitude allowed in the performance of duties. Supervision is exercised over the work of clerical and professional subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Carries out planning, coordination, implementation, and evaluation of senior programs and services following applicable federal, state and local guidelines;  
Responsible for assigned program(s) decision making with staff input and communication with CCOFA Director;  
Completes home visits and/or in-office client interviews for comprehensive assessments, care plans, interventions, and follow-up contacts;  
Supervises, trains, coordinates other staff and volunteers which includes overseeing home visits for comprehensive assessments, care plans, staff and volunteer assignments, and follow-up contacts ensuring that all staff accomplish goals and ensures compliance with program requirements;  
Ensures that staff have necessary training, materials and supplies and complete tasks to meet program requirements and client satisfaction;  
Provides guidance to ensure appropriate referrals are made to other programs and services within the agency and/or community;  
Assists with problem solving in difficult situations;  
Ensures all required documentation is accurate and complete;  
Ensures there is adequate staff coverage during vacations or illness, including coordinating volunteers as needed;  
Develops and participates in community outreach activities with private and voluntary agencies concerned with aging issues;  
Provides public education and information through public speaking, press releases, newsletter articles, and social media;  
Oversees assigned subcontractor services, monitoring, and quality assurance;  
Attends annual trainings and additional educational programs to enhance knowledge of senior issues;  
Performs outreach function to identify individuals in need of services;  
Assists the Director with reporting, planning, budgeting and personnel matters.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of human aging characteristics and issues; thorough knowledge of community resources, agencies, services, and benefits for older individuals and their caregivers; good public speaking skills; ability to manage technology for data entry, public presentations, social media, and marketing efforts.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in gerontology, social work, human services, speech, occupational or physical therapy, nutrition, social or behavioral sciences, or public health AND one (1) year of full-time paid experience in the aforementioned fields, with supervisory experience preferred; OR
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in gerontology, social work, human services, speech, occupational or physical therapy, nutrition, social or behavioral sciences, or public health AND two (2) years of full-time paid experience in the aforementioned fields, with supervisory experience preferred; OR
- C. An equivalent combination of training and experience

**SPECIAL REQUIREMENT(S):**

None