



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Aging Services Specialist**
Jurisdictional Class: Competitive
Civil Division: Office for the Aging
Adoption: CSM 12/11/96
Revised: CSM 2/12/97, 8/15/07; 6/14/17

DISTINGUISHING FEATURES OF THE CLASS:

Coordinates, develops and performs a variety of tasks in the Cayuga County Office for the Aging. This position involves assisting in the department and implementation of the services component 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 may be exercised over subordinates. The Aging Services Specialist does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Director in planning, developing and coordinating programs and services for the aging;
Assists in the implementation and operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;
Develops and participates in liaison activities with private, public and voluntary agencies concerned with the aging;
Attends meetings and speaks to groups concerning the problems of older persons and the role of the Office for the Aging;
Supervises the activities of assigned staff and volunteer workers;
Assists in the interpretation of state and federal policies, rules and regulations and formulates office and program policies and procedures;
Maintains detailed program services records and completes reports of services as requested by the Director;
Performs Information and Referral functions and maintains current Information and Referral listing of services;
Assists in the development and provides training for staff, volunteers, informal caregivers, subcontractors and providers;
Develops computer applications appropriate to needs of the agency;
Studies, evaluates and makes recommendations about programs, problems, suggestions and research concerning the aging;
Performs other duties as assigned by the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics, needs and interests of the aging;
Working knowledge of community agencies, facilities and services which can be utilized to aid the elderly;
Working knowledge of public information and relation techniques;
Ability to organize;
Ability to communicate clearly and effectively, verbally and in writing;
Tact;
Courtesy;
Integrity;
Working knowledge of Federal, State and Local laws and programs;
Emotional maturity;
Good judgment;
Ability to establish and maintain successful relationships with individuals and groups;
Resourcefulness;
Sensitivity to the reactions of others;
Good powers of observation and analysis;
Initiative;
Ability to prepare records and reports;
Basic computer skills;
Physical condition commensurate with the requirements of the job;
Flexible.

MINIMUM QUALIFICATIONS:

- (A) A Master's Degree from a regionally accredited or NYS registered college or university in social or behavioral sciences, public health, gerontology, community development or related field AND one (1) year of full-time paid experience in the aforementioned fields; OR
- (B) A Bachelor's Degree from a regionally accredited or NYS registered college of university in social or behavioral sciences, public health, gerontology, community development or related field AND two (2) years of full-time paid experience in the aforementioned fields; OR
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.