JOB ANNOUNCEMENT

Title: Director of Aging Services
FLSA Status: Exempt
Reports to: Chief Program Officer
Classification: Full-Time (37.5 hours/week)

REQUIRED RESPONSIBILITIES

Under the direct supervision of the Chief Program Officer, the Director of the Aging Services Department has oversite of both the Community Place of Greater Rochester and Charles Settlement House Programs. The Director of Aging Services will be responsible for the day-to-day operations of all aging services programs including; Foster Grandparent and Senior Companion Programs, Care Management, Social Adult Day Services, and the Senior Center in Monroe and Livingston counties.

SPECIFIC DUTIES

• Manages, directs, and coordinates enrollment of all aging services program.
• Implements strategic initiatives and establishes new program activities.
• Ensures the development and implementation of an annual work plan in conjunction with staff.
• Manage staff in a manner that is supportive and positive.
• Ensure compliance with all programming
• Develop and implement an annual work plan in conjunction with staff for each program.
• Coordinate the FGP/SCP Advisory Council.
• Prepares applications for funding renewals and new resources.
• Responsible for FGP and SCP federal, state and local grant applications and renewals. Responsible for all grant reporting United Way grants and reporting
• Administer personnel policies for the FGP/SCP in accordance with agency policies and makes recommendations to the FGP/SCP Advisory Council.
• Mediate FGP/SCP & Senior Center volunteer, client and participant personnel problems and take appropriate action.
• Coordinate the Memoranda of Understanding and other appropriate site documents in compliance with agency funding policies.
• In conjunction with the CEO and Chief Program Officer, assist in fund raising and grant-writing for each program
• Maintain strong communications with funders and beneficiaries.
• Maintain close planning and program linkages with community agencies to effect maximum resources.
• Submit monthly reports to Chief Program Officer.
• Submit quarterly production reports to the Chief Program Officer.
• Ensure the development and implementation of all an annual in-service training for staff and volunteers.
• Maintain a strong financial management system within the framework of approved budget and participates in scheduled finance, executive staff and board related committees.
• Ensure the coordination, recruitment, selection, training, and placement, recognition and evaluation of Foster Grandparents and Senior Companions.
• Assigns and supervises work of all department staff.
• Serves as the liaison to funders, community and other providers.
• Audits and reviews the fidelity to all program documentation and regulations

**Knowledge, Skills and Abilities:**

- Highly organized individual with a keen eye for detail.
- Ability to work independently; must be a self-directed individual.
- Strong organizational and interpersonal skills.
- Ability to multi-task and meet deadlines.
- Excellent written and oral communication skills.
- Strong computer skills with proficiency in Microsoft Word, Excel, Access and Power Point.
- Demonstrated ability to relate and interact with diverse youth and adults coming from different social, economic and ethnic backgrounds.
- Knowledge of child development and components of pre-school programs and current NYS Day Care Regulations and Child and Adult Care Food Program (CACFP) regulations.
- Commitment to the division’s strategic plan and vision.
- Able to work weekends and evening hours when necessary.

**Physical Requirements:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 35 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor staff and youth activities, and complete records.
- Must be able to travel as needed frequently getting in and out of a car.
- Must be able to sit at a computer for extended periods of time.

**SKILLS NECESSARY TO PERFORM JOB**

- Must complete an Employee Criminal History Review (Unified Court System) (fingerprinting), NYS Sex Offender Check, Self Disclosure murder certification and mandated trainings by the Corporation for National and Community Service, New York State Office.
- Requires a valid driver’s license, access to reliable transportation and pass a driving background check (LENS).

**CORE COMPETENCIES REQUIRED**

1. Provide Motivational Support
2. Foster Teamwork
3. Empower others
4. Manage Change
5. Develop Others
6. Manage Performance
7. Attention to Communication
8. Oral Communication
9. Written Communication
10. Interpersonal Awareness
11. Analytical Thinking
12. Technical Expertise
13. Initiative
14. Results Orientation
15. Thoroughness
16. Flexibility

Qualifications:
Preferred Qualifications
Master’s degree in Human Service, gerontology, public health, Sociology, Social Work or Related Field with at least three years working in aging and or special needs program and two years or more of managerial experience.

Minimum Qualifications
Bachelor’s degree plus two years experience in supervision, and proven experience working with the aging population.
Working knowledge of computer software (MS Office).
Development and implementation of budgets.
Ability to supervise a diverse workforce.
Knowledge of resources available to the aging population.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services. We are an Equal Opportunity Employer

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