

Jurisdictional Class: Competitive
Adopted: February 11, 1990
Revised: July 30, 2010

SERVICES FOR THE AGING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the operation of an office for the aging. This work entails working closely with various organizations, contract agencies, nutrition sites, senior citizen clubs, and staff to carry out details of the work. This work involves becoming thoroughly knowledgeable about benefits and services available to senior citizens, utilize on-going training opportunities to maintain that expertise, and educate agency staff and the general public about services available to the elderly. Work is performed under the general supervision of a Coordinator of Services for the Aging or the Director. Supervision may be exercised over subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the implementation and operation of a specific service component or performs variety of tasks in support of programs and services for older persons;
Assists the Coordinator of Services for the Aging or the Director in the performance of duties;
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, individuals, and benefits potentially useful to older persons, assists in determining eligibility and applying for such benefits, and follows up to ensure that seniors receive the benefits they may be entitled to;
Counsels seniors on various insurance plans available;
Organizes and executes mailings to seniors regarding various benefit programs, evaluates and certifies applications to assure compliance with state regulations, and maintains logs and client files;
Attends meetings and speaks to groups concerning the problems of older persons and the role of the Office for the Aging;
Makes recommendations to the director regarding programs and services for older persons;
Supervises the activities of assigned staff and volunteer workers.

FULL PERFORMANCE KNOWLEDGE, 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 relations techniques;
Ability to organize;
Ability to communicate clearly and effectively both verbally and in writing;
Sound judgment.

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MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience in the field of aging adults, education, recreation, community development, community health services, counseling, social work, public administration, work placement, or related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of experience as outlined in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.