

JOB DESCRIPTION

TOWN OF EASTON

MUNICIPAL AGENT FOR THE AGING/SOCIAL SERVICES DIRECTOR

GENERAL STATEMENT OF DUTIES:

This is an administrative and counseling position responsible for the coordination of programs for the elderly and Town residents. Work with the Commission for the Aging and the Town of Easton to plan and implement new programs, disseminate information, assist seniors in applying for Federal, State and other benefits. Advise and assist all of those in need about entitlements available to them, community resources and publicize such resources and benefits.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman, and the Commission for the Aging.

SUPERVISION EXERCISED:

None

ILLUSTRATIVE DUTIES:

Develop and distribute information to seniors, and those under 62, about the community, State and Federal resources available to them and publicize such resources and benefits.

Work with various community agencies and groups in developing potential resources and allocating these benefits as needed.

Perform administrative work such as preparing annual budgets, administering programs within budget requirements, submission of State and local reports, create reports for the Commission for the Aging.

Provide assistance, and act as a resource guide, for local, State and Federal programs such as Fuel Assistance, Meals on Wheels, Veteran's Benefits, transportation, adult daycare, homecare, and protective services programs.

On a case by case basis provide avenues for assistance, solicit donations to the Social Services fund, work with community agencies and any other Town departments involved in the welfare of any Town resident.

Provide information, assistance and advice on Social Security, Medicare, Medicaid, Home Health Care, Meals on Wheels, Energy Assistance, Veteran's Benefits and housing information.

Distribute food and gifts to residents on holidays and as needed for food during the year.

Editor of monthly senior newsletter which provides timely and relevant information to seniors.

Maintain appropriate mailing list and/or email list.

Provides counseling, and home visits to seniors, and their families.

Performs related work as required, and follows the Town of Easton Workplace Safety plan.

MINIMUM QUALIFICATIONS:

College Degree and three years of experience in the field of social work and/or working with seniors preferred.

Knowledge of public assistance programs and Federal, State and local agencies that provide a funding source.

Knowledge of Community, State and Federal programs and familiarity with both Federal and State regulations that concern the elderly.

Demonstrate ability to establish and maintain effective working relationships with Town officials, philanthropic organizations, and Federal and State agencies.

Ability to organize, have excellent time management skills and work independently.

Considerable knowledge of programs and benefits such as Medicare, Medicaid, Social Security, Home Health Care, and Assistance Programs (i.e. Fuel Assistance, Meals on Wheels).

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. (Revised. 7-1-2019)

BOS APPROVED 7.18.19