

# OLDER ADULT SERVICES PROGRAM COORDINATOR

## DEFINITION

Under general supervision, performs a broad range of program planning and advocacy activities to develop, implement and expand learning activities for older persons, provide aging education to family caregivers and informal community support systems for the frail elderly, assist provider personnel and agency board members to gain knowledge and expand administrative skills and aid local business, government, industry and educational institutions to utilize retirement planning programs for employees. Performs related work as required.

## EXAMPLES OF DUTIES

Maintain and expand resource information to assist groups and individuals to locate community learning opportunities; coordinate implementation and development of model discussion series throughout Dane County; recruit volunteer leaders and train personnel in senior centers, nutrition sites, nursing homes, elderly housing units and local learning centers to utilize available program resources; offer aging education courses in weekly sessions to assist family members, neighbors and friends to care for frail older persons who are chronically ill and homebound, arranging for facility use, professional leadership and necessary resource material and initiate, at completion, the organization of support groups which are coordinated and facilitated by selected and trained leadership; provide workshops and seminars on issues and subjects of concern to older persons which neither duplicate nor conflict with other existing programs; create opportunities for provider personnel and agency decision-makers to gain knowledge, expand administrative skills and develop expertise in financial planning, personnel policy development and utilization of existing resources and techniques to strengthen service delivery systems; research and disseminate information on retirement planning programs which can be utilized by local business, government, industry and educational institutions and assist in their implementation and development; function as a consultant and advocate for learning opportunities for older persons, for expanded aging education in volunteer and professional training, for on-going retirement planning programs and use of current resources and technology in the field of aging.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's Degree in a behavioral or social science field. Experience and training in the field of aging is highly desirable.

Knowledges and Abilities: Knowledge of concerns, needs and interest of the aging population; ability to work with older people in the planning process; knowledge of community resources and learning opportunities appropriate to the older population; group discussion and leadership development techniques; volunteer recruitment, placement and training skills; long term caregiver needs, support group development and facilitator training methodology; employee needs for retirement planning; advocacy skills; ability to plan, develop and coordinate programs and activities.

Special Requirements: Valid Wisconsin driver's license (or eligibility for) and access to personal transportation.