



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-036 POSTING DATE*: FROM: 5/15/24 TO: until filled

JOB TITLE: Coordinator, Services for the Aging (Pending)

RATE OF PAY: \$31.44/hr (\$61,308/yr)

LOCATION: Ontario County Office for the Aging

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Either:

1. Possession of a Master’s Degree and two (2) years of full-time paid supervisory experience in community organization, healthcare, clinical nutrition, or the field of aging; or
2. Possession of a Bachelor’s Degree and three (3) years of supervisory experience in community organization, healthcare, clinical nutrition, or the field of aging; or
3. Possession of an Associate’s Degree and five (5) years of supervisory experience in community organization, healthcare, clinical nutrition, or the field of aging; or
4. An equivalent combination of training and experience as indicated in (1), (2), and (3).

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator’s license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

SPECIAL NOTE: EDUCATION: 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.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

COORDINATOR, SERVICES FOR THE AGING

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree and two (2) years of full-time paid supervisory experience in community organization, healthcare, clinical nutrition, or the field of aging; or
2. Possession of a Bachelor's Degree and three (3) years of supervisory experience in community organization, healthcare, clinical nutrition, or the field of aging; or
3. Possession of an Associate's Degree and five (5) years of supervisory experience in community organization, healthcare, clinical nutrition, or the field of aging; or
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DISTINGUISHING FEATURES OF THE CLASS: This is a professional position concerned with assisting the administration of the Office for the Aging or directing assigned service components of the Office for the Aging. An incumbent in this position is responsible for a variety of long-range and immediate planning, assisting in the administration of the program, coordinating the various activities or administering services components of the Office for the Aging. May serve as assistant to the Director of the Office for the Aging in his/her absence. The work is performed under general supervision of the Director, Office for the Aging or Assistant Director, Office for the Aging with considerable latitude allowed in the performance of duties. Supervision may be exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in planning, developing, and coordinating of programs and services for the aging;
 Leads and supervises a service team including but not limited to Nutrition, NY Connects, Case Management, HIICAP, Care Giver Program, Volunteer Management, Health Promotion, and Mobility Management;
 Provides reporting, data, critical analysis, and County trends for the department budget and the State Annual Implementation Plan;
 Supervises the day to day activities of administrative and clerical support staff;
 Assists with the writing of State grant applications for programs to serve the aging population, annually and as needed;
 Works closely with Ontario County Finance and Purchasing Departments for successful monthly claiming, invoicing, billing, and grant reconciliation;
 Assists Director, Office for the Aging in creation, implementation, monitoring, and evaluation of the department budget as it relates to day-to-day operations;
 Regularly monitors, analyzes, and supervises annual contracts for the providers of senior services to ensure that contract requirements are being met;

COORDINATOR, SERVICES FOR THE AGINGTYPICAL WORK ACTIVITIES: (Illustrative only) (continued)

Continuously analyzes data entry and case management to ensure that the State Annual Implementation Plan projections for units of service are met and consistent with budgetary requirements;

Generates reports giving staff information required to monitor their programs in conjunction with State and Federal directions and program instructions;

Supervises, coordinates, monitors, and trains all staff as required to perform their job duties;

Attends mandatory and supplemental trainings to keep current on all data procedures, State requirements, and Federal requirements;

Works with Director, Office for the Aging and other staff members, as appropriate, to analyze current procedures to ensure that the most efficient process is being used to meet goals and maximize staff time;

Works with Director, Office for the Aging and other staff members, as appropriate, to create and implement new policies and procedures for the department and programs;

Prepares monthly, quarterly, and bi-annual State and Federal reports with supporting documentation in various electronic data bases;

Serves as a member of -various committees, such as Ontario County Health Collaboration, Long Term Care Council, and others as assigned by the Director, Office for the Aging;

Ensures that all State requirements are interpreted and carried through for day to day procedure;

Develops and participates in liaison activities with private and voluntary agencies concerned with aging;

Stimulates community awareness and comprehension of problems of older adults and their caregivers;

Assists in public information and education efforts including preparing news releases, establishing contacts, attending meetings, speaking to groups concerning the problem of older adults and generally interpreting the role of the Office for the Aging to the public;

Studies, evaluates, and makes recommendations about programs, problems, suggestions, and research concerning the aging.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interests of the aging; good 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 plan and supervise the work of others; ability to communicate clearly and effectively both verbally and in writing; ability to organize; initiative and resourcefulness; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

REVISED: 6/1/07, 10/24/23, 5/13/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES