

MEDINA COUNTY COMMISSIONERS

Position Description Social Services Coordinator Office for Older Adults



SUMMARY

Under general supervision of the Director of the Office for Older Adults (OOA), performs a variety of duties assuming responsibility of home delivered meals program, including home assessments, reports and record preparation, and home-delivered meal driver supervision; coordinates and integrates activities of drivers to achieve high standards of performance, and timely delivery of homebound meals. Supervise social service staff offering programs and services to clients and families within Medina County.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Responsible for the coordination of Home Delivered Meal Program (HDM). Assesses senior's need for service. Develops service routes. Instructs drivers in the proper handling and delivery of meals; Assures compliance with all service mandates per grant requirements. Prepares reports and records; Manages time of drivers effectively so that deliveries are completed as required; Assumes duties of driver as needed.
- II. Coordinates the overall initiatives of Department's social service mission in accordance with current federal, state, and local regulations and guidelines to assure social needs of clients and families are met. Assures relationships with clients and families are developed. Coordinates, monitors, evaluates and documents program planning. Maintains accurate and timely recordkeeping in the Social Assistance Management (SAM) system. Initiates and maintains cooperative and effective liaison activities with other agencies, community groups, and professional associations. Maintains close and effective working communication with program staff; communicates all relevant information to Director in regard to clients, and facility. Reviews intake sheets during initial home assessment or via phone and creates files for each client; Reviews assessments to identify pertinent problems and needs, the setting of goals and the specific action plan to be taken in resolution of the problems and/or needs within departmental timeframes.
- III. Interviews, trains, evaluates and disciplines staff under the direction of this position.
- IV. Performs related duties and responsibilities as assigned.

Class Title/Position Number of Position(s) Supervised:

53821C – Delivery Worker 1
17321C – Social Service Aide 1

Human Resources: _____ Date: _____
County Administrator: _____ Date: _____
Appointing Authority: _____ Date: _____

Class #: 69412C Class Title: Social Program Coordinator Position Control #: 10087.0 Normal Working Hrs: from 8 am to 4:30 pm
County of Employment: Medina County Working Title: Social Services Coord. Pos # & Title of Supervisor: OOA Director – PCN 10095.0

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	(1) Working knowledge of social service programs under Title III-B & Title III-C of the Older Americans Act. (2) Principles & practices of management; (3) Computers & standard programs; (4) Basic arithmetic; (5) Community nutrition, health & social service programs; (6) Basic understanding of the field of gerontology; (7) County operations, organizations, procedures & policies; * (8) Standard office procedures & practices; (9) Safety practices for kitchen; (10) Food preparation equipment; (11) Food preparations; (12) Standard sanitation & cleaning practices; (13) Health Department standards; (14) Outreach objectives;	Coordinates Home Delivered Meal Program; Assesses senior's need for service; Oversees social service programs; Provides information to clients; Provides assistance to access services; Manages & schedules drivers; Develops service routes; Assures compliance with grant requirements; Maintains SAM system; Assures timely delivery of meals; Directs preventive maintenance; Coordinates initiatives of Department's social service mission; Monitors, evaluates & documents program planning;
Skills:	(15) Operation of basic office equipment; (16) Directs work of & motivates staff; (17) Evaluate staff; (18) Effectively deal with senior clients; (19) Maintain credibility & effective working relationships; (20) Use tact, discretion, initiative & independent judgment within established guidelines; (21) Prepare clear & concise reports, correspondence, & other written materials; (22) Effectively manage time & resources; (23) Mediate/solve problems with reasonable solutions;	Responsible for home delivered meals program; Coordinates initiatives of Department's social service mission; Develops service routes; Directs drivers in the instruction & implementation of duties; Manages time of meal drivers effectively; Maintains effective communication & public relations inter- & intra-departmentally; Checks equipment for preventive maintenance; Supervises, trains, evaluates, rewards, & disciplines subordinate staff; Collaborate with Recreation Coordinator; Promote Senior Center programs; Assures relationships with clients & families are developed; Reviews assessments to identify problems & needs;
Ability:	(24) Operate basic office equipment; (25) Work independently; (26) Establish & maintain records reports, statistical data; (27) Communicate effectively, both orally & written form; (28) Supervise/consult/advise; (29) Make administrative/procedural decisions & judgments; (30) Make proper recommendations; (31) Coordinate, delegate staff; (32) Report to work on time; (33) Perform a variety of tasks simultaneously;	Develops service routes; Coordinates initiatives of Department's social service mission; Responsible for timely delivery of meals; Directs drivers in the instruction & implementation of duties; Performs client service assessments; Completes required documentation; Maintains effective communication & public relations inter- & intra-departmentally; Report equipment needs or malfunctions to Director; Attends & participates in staff meetings; Assumes duties of subordinate driver as needed; Supervises, trains, evaluates, rewards, & disciplines subordinate staff; Collaborates with Recreation Coordinator; Monitors, evaluates & documents program planning; Communicates all relevant information to Director; Reviews assessments to identify problems & needs;

* Developed after employment

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

QUALIFICATIONS

- 1) A bachelor's degree in the field of human services, plus a minimum of 2 years supervisory experience working with older adults, or;
- 2) A minimum of 3 years of documented, successful experience in a social services agency serving the adult population, preferably older adults.
- 3) Valid Ohio's Drivers License, proof of insurance and clean driving record.
- 4) Must possess and maintain reliable transportation.

COMPETENCIES / ESSENTIAL FUNCTIONS

The 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

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The working conditions are typically moderately quiet.
- Typically, the employee sits to do the work in an office or meeting room.
- Mental and cognitive skills to make independent decisions, advise, direct, plan, coordinate, analyze, develop, implement, recommend, research, understand, counsel, and manage.
- Some walking, standing, bending, carrying of light items (not exceeding 50 pounds) such as papers, books, small parts, driving an automobile, etc.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.