

## AGING SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves participating in the operation of the Department of the Aging and may involve assisting in the implementation or operation of a services component of the department. This position distinguishes itself from an Aging Services Aide by requiring a higher level of responsibility or specialization in one or more specialized programs. Duties are performed under general supervision. An Aging Services Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in the implementation and operation of a specific service component, such as NY Connects, or performs a variety of specialized tasks in support of programs and services for older persons;
- Conducts interviews, intakes and screenings of clients and may require extensive follow up with clients or agencies
- Provides technical assistance to caseworkers and support staff as well as municipal and community agencies concerned with programs and services for the aging;
- Works directly with older persons or their delegates and identifies agencies, programs, services and individuals potentially useful to older persons;
- Maintains and updates a Services Resource Manual for purposes of referencing programs and entitlements;
- Makes recommendations to the Director regarding programs and services for older persons;
- May supervise the activities of assigned staff and volunteer workers;
- May attend meetings and speak to groups concerning the problems of older persons and the role of the office for the aging.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND 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; ability to develop and organize client services; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Possession of at least an Associate Degree in Human Services, Human Resources, Gerontology, Sociology, Psychology or closely related field;

OR

- B. Two (2) years of experience involving the examination, investigation or evaluation of claims for assistance in an agency operating under established criteria for eligibility.

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 New York State Civil Service website. You must pay the required evaluation fee.

## CATTARAUGUS COUNTY CIVIL SERVICE

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