

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 01/15/2020

## **AGING SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves contact with consumers within the community to determine needs and provide information and assistance to services managed by Aging Services. The incumbent in this position coordinates and integrates services and opportunities for older adults provided by a variety of community-based agencies. The work is performed under the general supervision of the Aging Services Supervisor. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Facilitates Chronic Disease Management classes for adults;  
Provides health education activities to promote health and wellness for older adults;  
Performs outreach activities;  
Attends public events and Health Fairs related to aging services;  
Organizes a calendar of health and wellness programs;  
Performs certification classes;  
Assists with case management cases as directed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the aging process and needs of older adults; working knowledge of programs and services available through Aging Services and other services providers; ability to communicate with older persons who may have physical or language difficulties; ability to work effectively with subordinates, peers and supervisors; ability to gather and organize data.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in a human services-related field **AND** two (2) years of full-time paid human service\* experience; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in a human services-related field **AND** four (4) years of full-time paid human service\* experience; **OR**
- (C) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree **AND** six (6) years of full-time paid human service\* experience.

**\*Human service experience** is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

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**SPECIAL REQUIREMENT:** Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTE:** Verifiable part-time human service experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/07/2016  
Revised: 02/03/2016; 01/15/2020