

EISEP PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is primarily coordinating work of a moderately complex nature which involves a responsibility for developing, integrating and monitoring all activities aimed at meeting the goals and objectives of EISEP (Expand In-home Services for the Elderly Program). The work involves the direct provision of social casework services, as well as maintaining standards for the provision of in-home services, non-institutional respite services, case management and ancillary services to functionally impaired elderly. The work is performed under the direct supervision of the Director, Office for the Aging, and work direction may be exercised over a clerical employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates activities related to the EISEP program by developing procedures for the delivery of services, contacting and involving the Department of Social Services, community agencies, etc. in providing services, representing the interests of the elderly to public officials and public and private organizations, etc.;

Assesses needs for services and develops service plans in accordance with regulations and program guidelines and goals;

Arranges for services and monitors same (e.g. adult day care, housekeepers, transportation, counseling); primarily in order to assist elderly people in remaining in or returning to their homes;

Acts as liaison to county departments and community agencies in order to develop linkages to programs and services, exchange information, establish procedures, etc.;

Develops, implements and evaluates policies and procedures affecting the rights and needs of the EISEP-targeted population, in accordance with state regulations;

Meets with EISEP-related staff in order to evaluate services, identify problems, develop procedures, etc.;

Maintains records and prepares a variety of reports, as required by local and state guidelines;

Informs and/or educates community agencies, the public, policymakers, etc., about the needs of the targeted population.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of programs and community resources appropriate for the special needs of functionally impaired elderly people; good knowledge of state and local policies and regulations related to EISEP; working knowledge of the characteristics, needs and interests of the elderly, especially those who are functionally impaired; ability to establish and maintain cooperative relations with county departments, community agencies and service providers; ability to develop and monitor plans for service and program procedures; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and four (4) years post-degree of experience in the provision of social casework services to the elderly or
2. A Bachelor's degree in Social Work, Psychology, Educational Psychology, Nursing or related and two (2) years of post-degree experience in social work, adult counseling, geriatrics, nursing or related, at least one (1) year of which included supervisory or administrative responsibilities, or
3. A Master's degree in Social Work, Psychology, Educational Psychology, Nursing or related, and one (1) year of post-degree experience in social work, adult counseling, geriatrics, nursing or related which included supervisory or administrative responsibilities, or
4. Any equivalent combination of the above.