Job Title:	Director of Elder Affairs
Department:	Health and Human Services/Elder Affairs
Hours:	39 hours per week, may include nights and weekends
Salary:	$88,000 - $109,000 annually
Contract:	Local 22 Unit A

DESCRIPTION:

Reporting to the Chief of Health and Human Services, the Director of Elder Services is responsible for providing programs, activities, and assistance to the City's elderly population. The incumbent directs all activities and programs at the Senior Center and provides insight and guidance to the Mayor regarding the issues and concerns of the City's senior population. The Director of Elder Services also prepares the annual budget and manages grant programs.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Provides daily supervision and oversight to office staff and scheduling of daily tasks.
- Recruits, schedules and manages a volunteer workforce.
- Research, prepare, and finalize annual state reports for the Executive Office of Aging and Independence.
- Plans, facilitates, and directs daily and special programs for the Senior Center.
- Organizes, manages, and participates in special programs or events at the Senior Center.
- Evaluates current programs and activities, makes changes and improvements, as necessary.
- Serves as a non-voting technical advisor to the Council on Elder Affairs to coordinate services and advocate for seniors needs. Prepares agenda, presents proposals, and facilitates meetings.
- Works collaboratively with constituents and other departments within the city.
- Oversees the strategic partnership with Mystic Valley Elder Services to maintain high-quality meal services for both the senior center and homebound Meals on Wheels.
- Responsible for ordering and inventory of food, beverages, and other supplies.
- Prepares and manages the annual budget for Elder Services.
- Coordinating daily ride schedules for medical appointments, shopping and social trips while managing a team of drivers. Coordinates mandatory driver training and ensures the program meets federal and state requirements.
- Maintains accurate records of vehicle mileage, fuel, and inspections; ensuring all safety protocols are met.
- Responsible for strategic reporting on transportation statistics and needs assessments to advocate for program funding or service expansions.
- Creates and distributes monthly newsletters to promote interest and informs constituents of Senior Center programs and activities.
- Develop partnerships with local businesses and other community groups.

- Represents the City at business meetings and community events.
- Prepare financial and statistical reports as needed.
- Performs other related duties as required.

QUALIFICATIONS:

- Revere residency is strongly preferred.
- Minimum of five (5) years of related experience ideally within a municipality; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Minimum of three (3) years of supervisory experience required preferably within a municipal environment.
- Must have a valid driver's license and pass a CORI check.
- Must pass and obtain a ServSafe Certification and be CPR/AED certified.
- Bachelor's degree preferred.
- Ability to speak Spanish preferred.

PHYSICAL DEMANDS:

The work does require some level of physical activity including walking up and down stairs on a regular basis as well as standing for extended periods of time. Up to two-thirds of the time is spent standing, walking, or reaching with hands or arms. Up to two-thirds of the time is spent using hands to finger, handle or feel objects, tools, or controls. The employee is frequently asked to sit, talk and listen. Frequently required to lift up to 10 pounds; occasional lifting is required up to 30 pounds; seldom required to lift more than 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. With the compactness of space and accessibility, the need to respond to competing needs or resolve conflicts is frequently stressful. Equipment used includes personal computers, office machines, and audio-visual equipment.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of the MUNIS software system.
- Knowledge of Windows operating systems as well as common commonly used software such as the Microsoft Office suite of products including but not limited to Microsoft Word, Excel, and PowerPoint.
- Knowledge of computer applications and use of the Internet, including printer use, and various browsers including Google Chrome as well as cloud software such as Google apps, Dropbox, etc.
- Knowledge of mediation and conflict resolution techniques.
- Knowledge of Massachusetts and Federal laws regarding the protection and welfare of senior citizens.

Abilities:

- Ability to learn new skills easily including new computer software.
- Ability to work effectively and accurately under pressure in a fast-paced environment.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to develop and implement creative approaches to reach target audiences.
- Ability to collaborate with diverse teams, as well as establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Ability to be customer-focused, friendly, able to manage situations with discretion and tact, takes initiative, is resourceful, and practices good judgment, both individually and as part of a team.
- Ability to exercise initiative and independent judgment.

- Ability to deal effectively, tactfully, firmly, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and provide written and oral directions and instructions.
- Ability to multitask in a fast-paced environment.

Skills:

- Creative thinking, listening, and problem-solving skills.
- Effective communication, interpersonal, and organizational skills.
- Excellent program planning and organizational skills.

PHYSICAL ENVIRONMENT:

Work is performed primarily in a classroom-type, open environment, subject to moderate noise during both regular business hours and on some nights and weekends. Daily interaction with the public in person, by phone, or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environmental characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

EQUAL OPPORTUNITY EMPLOYER:

The City of Revere is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online. The application must be submitted via the City's Online Application Portal. If you have any questions, feel free to contact us at: jobs@revere.org.

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