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TOWN ADMINISTRATOR

Town of Avon Massachusetts

Town Offices
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AVON COUNCIL ON AGING HELP WANTED COUNCIL ON AGING DIRECTOR

Summary of Position

The Town of Avon is seeking a Council on Aging Director to oversee and manage a wide spectrum of programs and services for the Town's seniors.

Duties include:

- Administers and coordinates all the activities of the Council on Aging to insure the development of plans, policies and procedures necessary for the establishment and maintenance of services for the elderly;
- Ensures that programs and services run in accordance with the COA policies, laws and bylaws, and any contract funding service regulations;
- Assigns duties and reviews work performance of all staff members and volunteers;
- Provides a variety of social, health, and information services; solicits the assistance of health and human service agencies;
- Provides direct counseling and referral services to program participants; provides current information on legislation and government programs affecting the elderly;
- Prepares, presents, and manages departmental budget; maintains records of activities; prepares periodic reports as needed.
- Maintains financial records for various funding sources and grants; researches funding available through grant programs and prepares and submits applications;
- Oversees COA Van Transportation Program;
- Deals tactfully, patiently, and appropriately with elderly clients while respecting their confidentiality.
- Attends required meetings.

Minimum Qualifications:

- Bachelor's Degree of Science in Gerontology, Human Services or a related field of study;
- Three to Five years of relevant experience in a human service agency, with prior business administration experience preferred;
- A satisfactory CORI background check report; and
- Submission to the Town of Avon's Alcohol and Drug Testing Program.

Hours:

This position is a full time, salaried, benefitted position.

The Town of Avon is an Affirmative Action, Equal Opportunity Employer.

Interested Applicants should submit a resume and cover letter to: Town of Avon, Attn: Francis T. Crimmins, Jr., Town Administrator, 65 East Main Street, Avon, MA 02322 or email at fcrimmins@avon-ma.gov

TOWN OF AVON
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TOWN CLERK