

FULTON COUNTY OFFICE FOR THE AGING ANNOUNCES THE FOLLOWING:

AGING SERVICES SPECIALIST

**FULTON, HAMILTON, HERKIMER, MONTGOMERY OR SARATOGA COUNTY
RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Office for the Aging

2024 Salary: \$21.93

Typical Work Activities:

Interviews seniors and their families to determine needs;
Assists seniors in applying for Aging programs;
Determines senior's eligibility for programs;
Provides outreach concerning programs for the aging to community organizations and other municipal governments;
Stimulates community awareness and comprehension of the problems of older persons through reports, news releases, talks to community groups and provides public information materials;
Organizes, coordinates and provides in-house services, community functions, outreach activities, short term casework and other direct services of an informational, educational and supportive nature to senior citizens and their families;
Organizes, data enters updates and maintains detailed records regarding programs and client files;
Supervises volunteers on occasion;
Acts as liaison with a broad range of community groups;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma or a high school individual education plan diploma and EITHER:

- (A) Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university with a minimum of 12 credits in psychology, sociology, gerontology or closely-related field, which would prepare an individual for effectively dealing with or responding to senior citizens; or
- (B) Two years paid experience in community organization, or providing supportive services to adult clients in a senior citizens center, extended care facility, group home, intermediate care, or similar facility for adults; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Certain assignments given to employees in this class will require access to transportation to meet field requirements.

If qualifying by A or C (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County Office for the Aging
19 North William Street
Johnstown NY 12095
(518) 736-5650**

They can be found on our website at www.fultoncountyny.gov.