

Town of Wayne, Maine

Position Title:	Aging at Home Outreach Coordinator
Department:	Health & Human Services
Reports To:	Town Manager
Supervises:	Volunteers
FLSA Status:	Non-Exempt
Last Revised/Approved:	Accepted by Select Board 1/1/2024

Position Summary:

Work involves helping older adults in Wayne thrive in their homes and community, helping elders maintain social connections, and supporting elders' well-being. This position involves responding to seniors' concerns, seeking to educate the community about the needs of older adults, and designing, promoting, and implementing services and programs that enhance elders' general well-being. The AAH program assists seniors to be able to remain living independently in their homes. The position currently involves working approximately 12 hours per week.

Essential Duties and Responsibilities:

- Food support involves the following:
 - Coordinate home-cooked meals delivered by friends and neighbors as scheduled and coordinated by the AAH Coordinator. This usually involves deliveries for about 2-3 weeks after an illness or hospitalization.
 - Work with the Winthrop Meal Kitchen at St. Francis Xavier Church in Winthrop for meal deliveries through Wayne volunteers. The AAH Coordinator oversees the volunteers and the volunteer schedule.
- News and information to the elder community, volunteers, and community members:
 - Write a monthly newsletter.
 - Provide information to Messenger by the 15th of each month for publication.
 - Coordinate monthly newsletter sent to AAH email list each month and distribute other helpful information as it becomes available through the same list.
 - Send regular reminders of events.
 - Coordinate sending a monthly newsletter to the Town Clerk and provide volunteers to address and send out to recipients who don't have access to the Internet.
- Grant writing:
 - Research funding opportunities
 - Write grant narrative and compile budget figures.
 - Manage timelines and deliverables of funding opportunities.
- Check in with elders and provide resources through a variety of methods:
 - Recruit and support community volunteers to connect with isolated elders. Those volunteers, and the coordinator, will
 - Provide check-ins and answer questions through email and phone.
 - Provide in-person visits to elders. Provide telephone calls to check in or socialize with elders who are alone and give support and direction to family members looking for information.
- Plan and coordinate regular programs, such as:
 - Elder luncheons- once per month September – May. Works with volunteers to order food, set up luncheon, serve, host the meal, and clean up afterward with help from volunteers.
 - Chair Yoga and Tai Chi classes
 - Bridge, Cribbage, Mahjong or other game times.
 - Music programs coordinated with a community volunteer.
 - Informational programs on topics relevant to elders
 - Sand buckets – coordinate delivery to elders to provide safe walkways/stairs.
 - Autobiography and obituary writing workshops

- Art displays
- Table/Event at Strawberry Festival and Wayne Holiday Stroll.
- Open Houses
- Grief support group led by a mental health clinician.
- Special events (e.g., installation of smoke alarms, elders' celebration,)

Note: Programs offered should change based on community needs and feedback. The coordinator should seek and use input about program needs.

- Assist in establishing program policies and procedures.
- Track program expenses and revenues. Return all program revenues to the Town Office regularly (weekly). Submit all credit card receipts to the Town Manager (weekly). Submit Payroll timesheet to Town Manager (biweekly).
- Act as liaison with public, private, and volunteer agencies concerned with issues affecting the elderly.
- Although the AAH Coordinator's first responsibility is to be available for consultation to anyone who lives in Wayne and is in the elder age group, the coordinator may occasionally be called upon to assist younger adults in Wayne and elders in nearby towns.

Non-Essential Duties and Responsibilities:

Perform other work-related duties or special projects as assigned by the Town Manager or the Aging at Home Committee.

General Expectations:

- Be committed to the project's mission, vision, and values.
- Interact harmoniously and effectively with others focusing on attaining the project's goals and objectives through teamwork.
- Provide the highest level of customer services (internal and external) possible.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate in an open, respectful, empathic, and honest manner with everyone, inside and outside the organization.
- Communicate proactively regarding workflow, problems, suggestions, etc.
- Conform to acceptable attendance/punctuality standards in the Employee Handbook.
- Perform the required amount of work promptly with minimal errors.
- Be neat and maintain personal appearance and hygiene as appropriate to the position.
- Adhere strictly to the confidentiality of client, employee, and internal business information.

Physical Requirements:

The physical requirements described here represent those that the Incumbent must meet to perform the essential functions of the job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit (including prolonged sitting), and talk or hear. The employee must also use hands and fingers to operate a standard computer keyboard, use a computer, mouse, fax machine, printer, and copier, and speak and hear using a telephone. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here represent those the incumbent encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work is performed in various locations; general office environment, working remotely, and out in the community. Work is occasionally stressful and requires the ability to multi-task, meet deadlines, and successfully cope with the pressures

related to the position. May provide home visits in various environments- Position is expected to travel around Wayne as needed.

Qualifications Needed for the Position:

The following characteristics and skills are considered essential:

- The ability to listen thoughtfully and communicate clearly and sensitively, both orally and in writing.
- The ability to assess a person’s needs.
- Organizational skills and flexibility, in order to use time and volunteers effectively.
- A commitment to ongoing, regular outreach to the community, through newsletters, email, telephone contact, and home visiting.
- A commitment to building and growing a vibrant community of elders and empowering elder volunteers.
- A commitment to being the warm and welcoming and visible face of AAH to the community.
- The ability to work effectively with others (such as town officials, other organizations involved in supporting elders, and volunteers)

The following experience and skills are considered helpful, but can be developed over time.

- Working knowledge of the characteristics, needs, and interests of local elders.
- Working knowledge of community agencies, facilities, and services which can be used to aid local elders.
- Experience in organizing and implementing community-based workshops/activities/community events.
- Experience with home visiting in a helping role.
- Experience in grant writing.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**** All requirements and skills are essential unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled.

as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the employer's needs and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date