SENIOR CENTER DIRECTOR
TOWN OF TIVERTON, RI

The Town of Tiverton, RI seeks a capable, energetic professional to serve as Senior Center Director. A minimum of 8 years of full time employment in any field related to the direct delivery of services to the elder population is required. A track record of increasing responsibility, and/or educational background in the field, is preferred. This position requires supervision of staff, responsibility for a building and vehicles, and almost constant contact with members of the public. For a full job description, please visit the employment opportunity link at www.tiverton.ri.gov. Salary $52,000 - $57,000 DOQ. Use the application process found at www.EmploymentApp.com/TivertonRI or submit a cover letter and resume to: Tiverton Personnel Board, ATTN: Senior Center Director Position, P.O. Box 38, Tiverton, RI 02878. Applications are due by 4:-00 PM December 2, 2016. Tiverton is an EEO/AA employer.

Job Description
Town of Tiverton
Senior Center Director

Duties of the Job Classification (Department Head)

The Director of the Tiverton Senior Citizen Center is a department head within the Town administration whose appointment process and duties are outlined in Section 806 of the Home Rule Charter of the Town of Tiverton.

All department heads write an annual budget and capital improvement plan, per budget guidance provided by the Town Administrator. Department heads must implement their budget as approved by voters at an annual Town Financial Referendum or as approved by the Budget Committee pursuant to Section 703(7) of the Charter, unless circumstances warrant request for and approval transfer of funds by the Town Council. Fiscal management on a day to day basis is subject to the supervision of the Town Administrator, and must be compliant with the ordinances, regulations and policies of the Town as established by the Charter and the Town Council, and State and federal laws as applicable.

Department heads have primary responsibility for the management of all staff within their department, including union represented employees, staff serving as independent contractors, and volunteers. These duties include participation in the recruitment and screening process, evaluation of employee performance (especially during any applicable probationary period), and discipline as required. In conducting these activities, department heads are required to have and/or develop a working knowledge of all applicable federal, state and local laws, including employment contracts. Department heads are expected to consult with the Town Administrator and legal counsel as needed on labor issues and comply with guidance given as a result.

The Senior Center Director is one of several department heads who has stewardship responsibility over a building and assigned vehicles. The director is therefore accountable for security and utilities monitoring, setting maintenance priorities and identifying more involved capital projects required to protect Town assets and/or replace them as needed. The Senior Center is used after hours for Town and community meetings, and thus the Director must manage the building schedule accordingly.

All department heads are subject to the call of the Town Administrator to appear at Town Council and Budget Committee sessions and other meetings of public bodies as needed. During the consideration of the budget, the commitment is never less than two evening or weekend meetings, total. Department heads are expected to provide a monthly report to the Tiverton Town Council that discusses in detail the activities and outcomes of each department.

Specific Duties and Qualifications of the Senior Center Director

As Director of the Senior Center, the employee must possess, from a combination of education and experience, the capacity and skill set required to establish programs and priorities and provide a very high level of customer service. A bachelor's degree is strongly preferred. A minimum of 8 years of experience working with the elder community in increasing levels of responsibility is required.

The Senior Center Director provides advice on, and therefore must have good working knowledge of and/or where to find information on the following areas:

- Adult day care services and options, including home health care
- Family issues (especially those specifically arising from the aging process)
- Supplemental Nutrition Assistance Program (SNAP)
- Health Insurance, including Medicare, Medicaid, private supplementary insurance, prescription drug coverage options
- Low Income Home Energy Assistance Program (LIHEAP)
- Assisted living and nursing home care options
- Federal, state and local tax programs that provide relief to elders
- Programs designed to assist elders in efforts to protect their identity and/or property from criminal elements

In the course of discussing the above topics with patrons, the Director may come into possession of information that is protected by law from disclosure to any other party. The Director at all times observes the highest level of confidentiality.

The Director will also provide the elder community with activities and programs that meets its needs. Programs will be periodically reviewed for popularity and efficient use of the Town's resources and updated or changed as needed. In connection with these duties, the Director researches, reviews, and schedules as follows:

- Activity programs
- Instructor qualifications and basic background screening
- Health, nutrition, and life issues workshops and seminars to educate and inform
- Outreach efforts in support of seasonal inoculations or other health related programs approved and/or supported by any federal or state agency

Finally, the Senior Center director has numerous supervisory duties specific to the operation of the Center, which include:

- Coordinate and supervise volunteers and routes for Meals on Wheels
- Manage and supervise the Ocean State Senior Dining Program meal site on premises

- Manage the Durable Medical Equipment Loan Program
- Identify and pursue grant writing opportunities

The lists above are not intended to be all-inclusive and the Town reserves the right to assign tasks to the Director in this regard as economic, social and legal conditions evolve over time.

Personal attributes

The Senior Center Director works in an office setting, but this is not a purely sedentary job. The Director must be able to stand or sit for periods of time greater than 30 minutes and have a valid automobile operator's license. The Director will be the primary responder to building alarms, and thus must be able to drive at night and in inclement weather without impairment. This employee must be able to kneel, bend, lift up to 10 pounds, negotiate stairways, see, hear, and speak.

The Director must be able to read and write effectively in the English language. Further, the Director is required to have the computer skills necessary to complete basic memos, spreadsheet presentations, email communications and search the Internet for information.

Prior to or within six months of accepting the position, the Senior Center Director will provide certification of successful completion of emergency management basic skills training courses at Level 100 and Level 700.