



Town of Middleborough Job Posting

Title: Council on Aging Outreach Health Coordinator

Department: Middleborough Council on Aging

Location: 558 Plymouth Street

Status: Regular Full-Time Position with Benefits

Hours: 40 hours/week, Monday- Friday

Salary: AFSCME Union

General Summary: Under the supervision of the Executive Director (or in his/her absence, the Assistant to the Executive Director) assumes overall responsibility for coordinating the health education and community outreach activities of the COA, including responsibility for planning and scheduling medical screenings, arranging for speakers on health topics and related issues of concern to the elderly, providing low-income senior citizens with information and assistance in securing access to elderly benefit programs and performing related duties which promote the wellbeing of elderly residents of Middleboro.

Position duties:

- Plans and schedules speakers and disseminates information on a wide variety of health topics. Plans activities and distributes information designed to promote health, prevent injuries in the home, and inform seniors of available programs.
- Plans and coordinates an ongoing series of health screenings.
- Oversees distribution of durable medical equipment from COA emergency loan closet.
- Visits senior citizens who are homebound, assesses their need for services and works with other community agencies to develop a coordinated response to their problems.
- Assumes major responsibility for planning and conducting special activities that may be scheduled such as COA Health Fair.
- Maintains statistics and provides Executive Director with a monthly activity report.
- Assists in preparation of news releases and COA monthly newsletter.
- Assumes other duties as circumstances may require as determined by the Executive Director or, in his/her absence, by the Assistant to the Executive Director.

Requirements:

- Possession of a bachelor's degree from an accredited college or university with major course work in gerontology, health education, social work or a related field and a minimum of three years of responsible experience in the provision of health education and/ or community outreach services or, alternately, licensure or certification as a licensed practical nurse or homemaker/health aide and a minimum of three years of relevant experience or, alternately, a combination of education and experience deemed equivalent to these.

Special Requirements:

- Willingness to work scheduled overtime, evening, weekend and holiday hours if, in the judgment of the Executive Director, such assignments are needed.
- CPR and first aid certification (or willingness to obtain these as a condition of hiring) and recertification on an annual basis.
- Health status and lifting ability consistent with the need to occasionally provide assistance to individuals who utilize wheelchairs or require support in walking.

Interested and qualified candidates should submit a cover letter, resume and Employment Application to the email address below by 4:00 p.m. on Tuesday, September 26th.

apriest@middleborough.com