



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**RFP# 12-11  
Posted 08/25/2011**

**NOTICE OF VACANCY  
August 25, 2011**

**POSITION:** Director of Elder Services

**DEPARTMENT:** Council on Aging

**SALARY:** Maximum Salary up to \$78,500

**HOURS:** Monday – Friday 8:30am to 5:00pm  
Varied Hours

**Job Purpose:**

The Town of Framingham is seeking an experienced and qualified candidate for the Director of Elder Services. The current Director is retiring and the position maximum salary is up to \$78,500. At nearly 69,000 inhabitants, Framingham is the largest Town in the Commonwealth of Massachusetts. The ideal candidate is responsible for managing and supervising employees, budgets, operations, maintenance, and programs for the Callahan Senior Center. Work includes assessing the needs of the senior population, designing and implementing programs to meet those needs, and providing emergency intervention services as appropriate. Minimum requirements include a Bachelor's degree with 7 to 10 years related work experience sufficient to demonstrate competency for the position is required. A Masters Degree in Gerontology, Social Work or a related field is strongly preferred and may be substituted for 3 years of work experience. Special requirements are CPR/First Aid certification; Certified as a Reporter of Elder Abuse; Appointed and certified as CORI designee within 6 months of appointment. Mail cover letter and resume to Human Resources, 150 Concord St., Framingham, MA 01702, fax to (508) 532-5497 or email to [human.resources@framinghamma.gov](mailto:human.resources@framinghamma.gov). Applications and resumes must be submitted by September 9, 2011. AA/EOE

**Major Responsibilities:**

- Serves as facilities manager and operations manager for the Callahan Center. Oversees the operation, maintenance and emergency intervention service; oversees the design, reclamation and upkeep of the center and immediate grounds.
- Assists Division head to develop and administer the department's operating and grant budgets and seeks resources from non-profit, state, and corporate contributions in the community in support of operations and services.
- Provides statistical reports regarding services and operations in support of grants and investment by various organizations, federal and state agencies and the Council on Aging.

- Oversees the recruitment for teachers and instructors and the design and development of programs to appropriate department heads.
- Oversees staff and volunteer in-service training provided by individual departments which consists of 21 fulltime and part time paid staff, and over 100 volunteers and service contractors.
- Performs short and long-term financial and strategic planning.
- Identifies and determines the needs of a multi-cultural, adult population in Framingham; assesses community demographics, changing and altering department policies and practices in response to changes in service needs.
- Serves as liaison to departments, organizations and public/community agencies.
- Performs all Commonwealth of MA-CORI checks and serves as a Reporter of Elder Abuse in accordance with the MA Protective Service Law.
- Conducts crisis intervention training for staff as necessary and works with managers to enforce the rules of confidentiality with staff and volunteers.
- Serves as an advocate representing issues and concerns of older adults.
- Provides education and expertise to address a wide variety of senior problems in a diverse environment.
- Attends training and workshops to maintain knowledge and awareness of state and federal laws as well as practices and techniques pertaining to the provision of financial and health-related support services to the elderly population.
- Meets with the Council on Aging on a monthly basis to keep members abreast of finances and grant administration issues.
- Networked and knowledge of the Mass Council on Aging.
- Experience with fundraising and developing and maintaining relationships with charitable organizations.

**Desired Personal Qualifications and Attributes:**

Must have a sensitivity and appreciation for senior issues and concerns, both for the individual patron and the general population.

A strong advocate at all levels.

Experiences must reflect the ability to manage the complex issues that may arise in a diverse, urban type environment.

Must be able to relate to varying interest groups and cultural backgrounds.  
Must have a comprehensive approach to management. Finances, personnel issues, programming, and building maintenance are all included.

Must be willing to perform any duty to keep the center operating. No task is too big or too small.

Must be knowledgeable and experienced with the Mass Council on Aging and its operations.

Must be committed to National Certification efforts.

Must be able to generate additional resources through volunteerism, network with other public agencies, grant writing efforts, and "Friends" organizations.

Must be able to motivate others through example, dedication to the field, and professional conduct.

Reside within a reasonable proximity to the Callahan Senior Center for varied working hours.

**Physical Requirements:**

Little or no physical demands are required to perform the essential functions of this position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee may occasional be required to lift, push, or pull objects such as office equipment or photocopy paper.

Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination including but limited to the operation of a telephone, or a personal computer keyboard.

The employee is required to constantly read documents for general understanding and analytical purposes.

**Interested candidates should apply to: Human Resources Department  
150 Concord Street, Room B-7  
Framingham, MA 01702  
via fax: (508) 532-5497  
(or) e-mail: [human.resources@framinghamma.gov](mailto:human.resources@framinghamma.gov)**

**Applications and resumes must be submitted by September 9, 2011.**

Please visit our website: [www.framinghamma.gov/human\\_resources](http://www.framinghamma.gov/human_resources) and click on Job Opportunities.

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**