

TRANSPORTATION OPTIONS COORDINATOR

TOWN OF WELLESLEY

The Wellesley Council on Aging is seeking an individual to join our transportation effort to provide outreach, education, and coordination of existing transportation options for Wellesley elders. The duties of this non-benefited 8-hours/week position include identifying individuals who would benefit from more information about transportation resources, developing strategies and materials to inform elders about transportation resources, and conducting group presentations and individual consultations about how to assess and access the resources that are appropriate to specific needs. Other duties include assisting elders with completing applications, documenting accomplishments, and performing follow-up evaluations. Work schedule is flexible. Requirements: excellent communication skills (both written and oral); time management and problem solving skills; attention to detail; the ability to interact with individuals who may have difficulty communicating needs or understanding scheduling details; the ability to work with minimal supervision; experience working with database applications, and a clear criminal offender record inquiry (CORI). Licensed social worker, experience with case management and working with elders are plusses. The position is not available until October 1st at the earliest. The hourly rate of pay is \$16.05 and is funded by a one-year grant. Please submit a resume and cover letter to the Human Resources Department, 525 Washington Street, Wellesley, MA 02482 or e-mail as a Word document to hr@wellesleyma.gov by September 9, 2011. AA/EOE