



Town of Adams • Massachusetts 01220-2087

COUNCIL ON AGING
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Town of Adams

Council on Aging Outreach Coordinator

The Town of Adams is seeking a qualified individual to fill a full-time Outreach Coordinator position with the Council on Aging. This is a 35hr/week clerical union position with benefits. Under the direction of the Council on Aging Director, the Outreach Worker assists elders and their families in defining needs, facilitating access to services, and providing information and referrals. The Outreach Worker will conduct assessment of clients, coordinate with other agencies, and assist elders with scheduling medical appointments and transportation in needed. The Outreach Worker will maintain confidential client files, compile program reports and assist with programs and activities. The position requires a B.A. in Human Services or related field; a minimum of two years' experience in an elder care setting, social service or public health position or in a related field; or any equivalent combination of education and professional experience. Computer literacy is required. Letters of application and resumes can be submitted to Erica Samson, Council on Aging Director, 20 East Street, Adams, MA 01220 or emailed esamson@town.adams.ma.us

Cc: Town Hall
Police Station
Adams Free Library
Highway Garage
WWTP
Community Center

”Home of Mt. Greylock”