



## *Halifax Council on Aging*

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506 Plymouth Street  
Halifax, MA 02338  
781-293-7313

June 28, 2010

### **Job Opening – Halifax Council on Aging Director**

The Halifax Council on Aging is seeking applications for a director. This is a forty hour a week position with a starting salary of \$51,634 and benefits.

The director is responsible for the day to day administration of policies, programs, and activities of the Council on Aging. He/she is responsible for the daily operation of the senior center, and the supervision of all staff, clients and volunteers.

Assumes fiscal responsibility for department, maintains financial records, prepares annual budget, writes grants, and attends department head meetings.

Is responsible for the hiring, training and supervision of all staff and volunteers. Conducts CORI checks on all employees and volunteers and is a mandated reporter.

Maintains a close working relationship with state and federal agencies, local health care agencies, professional agencies, and other Halifax town departments.

Qualifications: Bachelor's degree in social work or gerontology or at least eight years field experience. Must have experience in program development and implementation, experience in staff supervision, development and resolution of departmental issues.

Full job description available on request.

Please send a cover letter, a resume, and narrative on your philosophy on aging including what programs you would like to implement in this community.

Search Committee  
Halifax Council on Aging  
506 Plymouth Street  
Halifax, MA 02338  
Or by e-mail  
mstevens@town.halifax.ma.us  
By July 19, 2010