

Town of Acton  
Council On Aging Outreach Coordinator

The Town of Acton, Council on Aging, is seeking an Outreach Coordinator. Part-time position, 34 hours per week with benefits. Provides resource information to Acton seniors and their families/caregivers. Makes home visits to seniors to assess need of services and make referrals to appropriate agencies. Assists all eligible seniors with applications to various benefits programs. Works closely with community agencies and Minuteman Senior Services in coordinating services for elders. Serves as the Volunteer Coordinator. Facilitates the Friendly Visitor Program. Serves as staff liaison/supervisor with the Handyman Program. Provides office coverage/staff support as needed.

Bachelor's Degree or advanced degree, preferably in social work, counseling, gerontology, nursing, or related human service field. Minimum of five years experience. Any combination of education and experience will be accepted as well. Valid Driver's license. CPR/First Aid certification. Starting rate \$21.0692/hour.

Send resume and cover letter to Human Resources, Town Hall, 472 Main Street, Acton, MA 01720 or send to [hr@acton-ma.gov](mailto:hr@acton-ma.gov). Acton is an Equal Opportunity Employer. Initial Deadline June 2, 2011.