

Town of Acton
Council On Aging Outreach Coordinator

The Town of Acton, Council on Aging, is seeking an Outreach Coordinator to assist local Seniors and their families/caregivers in obtaining social services. This is a full-time 40-hour/week position with benefits. 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. Provides Administrative Assistant/Outreach support to the Veteran population, all ages. 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 the above 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. Questions may be directed to (978) 929-6613. Acton is an Equal Opportunity Employer. Deadline August 10, 2011.