

MCOA BRIEFS

Weekly News from your State COA Association

October 30, 2015

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Submissions / Updates / Comments – please send by 9am Friday – lynn@mcoaonline.com

ALWAYS ONLINE @ www.mcoaonline.com

And now on [Facebook](#) and [Linkedin!](#)

Upcoming MCOA Trainings

Intergenerational Programming

At Bridges Together, we believe that dynamic ideas and initiatives often start with like-minded people gathering around a common issue. That is what the Bridges Together Coffee Connections are! Wherever you are on your intergenerational (IG) journey, being able to share successes - as well as seek advice on things that may need a little fine-tuning - is key to initiating as well as keeping your IG efforts flourishing and fresh. Each gathering includes time to network, learn about other programs, develop some new strategies and discuss intergenerational issues. Coffee Connections run from 9 am to 11 am and will include coffee (of course!) and light refreshments. Please join us at one of our upcoming Coffee Connections: Williamstown on Tuesday, October 27; Norwell on Thursday, October 29; and Belmont on Monday, November 9. To register, please go to www.BridgesTogether.org/Register

RFP - Grant Opportunity for Free Bridges Intergenerational Program

Thanks to MCOA, Bridges Together is providing grants for five communities in Massachusetts to be trained on implementing an award-winning Bridges intergenerational program! To learn more about Bridges program curricula, check out this [video](#). [Click here](#) for a PDF of the eligibility and grant application requirements.

Creating a Welcoming Place for All

MCOA is launching a three-year project to work with local Councils on Aging to develop the skills, tools and strategies to broaden community participation and inclusion at Senior Centers. This multi-faceted approach will include trainings, development of resource materials and videos to support local efforts to reach out to underserved populations. The initial, day - long training "Communicating Across Cultural Boundaries" for local COA teams, is being developed through a partnership between the Multicultural Coalition on Aging, UMass Boston, the VNA Care Network Foundation & Affiliates and MCOA. The project is funded by EOE. The initial training is composed of three elements:

1. "Communicating Across Boundaries" training
2. Review of local demographic data to identify underserved populations
3. Development of action plan to reach out to the underserved population in your community

We are looking for a "team" approach on the local level and have up to four slots available for each community signing up for the training. It is recommended that the team be composed of the Director, a Board Member and one or two interested volunteers/participants.

The next round of day-long trainings have been scheduled for the following date and location:

- November 24 at the Bellingham Senior Center

The trainings are funded by EOE. Space is limited.

[Register for one of these dates now](#)

[Put Your Organization on the Waiting List for Future Trainings](#)

For questions, please contact Kathy Bowler, Director of Technical Assistance, Training and Special Events at (413) 527-6425 or kathy@mcoaonline.com

Government Day Training

MCOA has once again scheduled a training opportunity to learn from experts in state government about topic areas of importance to Councils on Aging. These are day-long one-day trainings. There is no charge for the training. Breakfast and lunch will be provided.

You will have the opportunity to learn about Ethics (conflict of interest laws, codes of conduct, when you leave public service and more), statewide purchasing (surplus property program), political campaigning (what can and cannot be done in your senior center) and paper retention laws (electronic records, how long to keep certain records, learning the process for record destruction).

November 6 at the Northampton Senior Center

[Register Now](#)

PS 101: An Overview of the Massachusetts Elder Protective Services Program

Two dates scheduled: see below

Although PS programs received nearly 24,000 elder abuse reports in Massachusetts in Fiscal Year 2014, experts suggest that elder abuse continues to be significantly underreported. As such, it is critical that professionals and non-professionals be educated on the signs and symptoms of abuse and how to proceed should concerns exist, as cases can easily escalate to the point of irreparable physical, emotional and financial damage. This presentation will provide an overview of the Massachusetts Elder Protective Services Program, including the principle of self-determination, definitions and potential signs and symptoms of abuse, contributing factors, and the reporting and investigation processes.

Elder Sexual Abuse: Does It Really Occur and if so, What Should I Do?

While the total number of reports to the Elder Protective Services Program now exceeds 20,000 per year, the number of elder sexual abuse reports represents less than 1% of that total. Do these numbers accurately reflect what is occurring or are situations being overlooked? This workshop will provide a clear definition of elder sexual abuse, including signs and symptoms, and will help to clarify potential reasons why these situations rarely get reported to the proper authorities.

Abuse in Later Life: When Is Elder Abuse Domestic Violence

Domestic abuse is a pattern of coercive tactics abusers use to gain and maintain power and control over their victims. It is a subset of elder abuse and must be recognized as domestic violence in order to appropriately intervene to keep victims safe. This presentation will present an overview of elder abuse, neglect and exploitation, the role of Protective Services, and then discuss the dynamics of abuse, barriers to elders staying safe, and effective interventions and collaborations.

Financial Exploitation

The incidence of financial exploitation of elders and vulnerable adults is growing nationally. Fraudulent telemarketing schemes and unscrupulous scam artists increasingly target elders, resulting in significant financial losses. In addition, loved and trusted family members too often make illegal and improper use of resources, resulting in emotional and financial damage that is devastating. Elders and vulnerable adults are left unable to pay for their basic daily needs, including housing, food, critical utilities and medications, and are traumatized by this victimization.

To aid in early identification and prevention of elder financial exploitation and fraud and assist elders to remain safely in the community, Massachusetts has developed two community collaborations: the Massachusetts Bank Reporting Project and the Money Management Program. This workshop will provide an overview of these two nationally recognized programs, as well as signs and symptoms of financial exploitation and fraud, and simple strategies for protecting one's assets. In addition, case examples will be presented that highlight the importance of community collaborations and a multidisciplinary team approach in battling the devastating and often irreversible impact of financial exploitation and fraud

October 23 at the Tewksbury Senior Center

November 18 at the Stoughton Senior Center

[Register Now](#)

Information Needed Please

Check Your Files!

I am compiling forms and resource information that I will have available to MCOA Members in my role here at MCOA. Every week, I will be seeking some information from you. This week I am seeking:

Bylaws for Boards of Directors/Governance information

Please send to kathy@mcoonline.com or mail to MCOA at 116 Pleasant Street, Easthampton, MA 01027.

Also, if you have a specific information request, please let me know.

Thank you for your assistance.

Kathy Bowler

New Feature on MCOA Website - Check out the Members Only section

I have been compiling forms, policies and material from the COA network since January. Everything I have collected is now available in "Kathy's File Cabinet" in the Members Only (Member Services login) section of mcoaonline.com. I will continue to add materials as I receive them (topic/content areas). Look for a follow-up email with instructions on how to login.

Please let me know of any additional topics of interest. Thank you to all who have given me materials.

Additional Information on the MCOA Website

You can now also access Board and Advisory meeting notes and handouts on the Events page under Past Materials. Login is required.

You can also find COA newsletter highlights on the News page.

Member Inquiries

Does anyone have ZENgevity at your center? Please let [Pamela Woodbury](#) know.

I Just wanted to give other COA's a heads up. We saw a wonderful documentary called Alive Inside which shows how music can "awaken" people with dementia. We had scheduled a showing at our Senior Center with a speaker who could answer questions. Two days before showing the film I was contacted by the distributor (e mail below). This film is not covered by the MPLC and in order to show it, a separate license for \$250 needs to be purchased for a one time showing. We needed to cancel our event. - Sharon Mercurio

Upcoming Events

Events in Chronological Order

BEHAVIORAL HEALTH AND AGING TRAINING BY THE CENTER FOR AGING & DISABILITY EDUCATION & RESEARCH AT BOSTON UNIVERSITY

Opportunity for Councils on Aging:

Boston University's Center for Aging & Disability Education & Research is going to be offering a 19 hour program for 75 COA staff. Enrollees will learn how to effectively identify and respond to older adults with mental health and substance use concerns and increase mental wellness and resilience in older adults. Enrollees will earn a Behavioral Health and Aging Certificate and may also earn SW, RN and/or Council on Aging Director continuing education credits.

Course Details:

The program will consist of a "blended model" of 4 online learning courses (15 hours) and 2 face-to-face training sessions (4 hours) for a total of 19 hours. The four courses are:

- a. Mental Health and Aging Issues- 4 hours
- b. Suicide Prevention among Older Adults- 4 hours
- c. Substance Abuse among Older Adults- 4 hours
- d. Mental Wellness and Resilience among Older Immigrants and Refugees - 3 hours

There will be two face-to-face sessions at two hours each provided at the beginning of the training in October and end of the program in March. The three regions are Northborough, Lawrence, and Boston. You may enroll in any program that is convenient to you.

Timing:

Region 1 (Northborough/west Region): The kick-off session for this regional training will occur at the Northborough COA on 10/20/15 from 10:00 am- 12:00 pm. Deadline for application is October 12, 2015. The second and last session will take place at the Northborough COA in March, 2016 (date to be determined). Participants will take the 4 online courses listed above between the first and last session.

Region 2 (Lawrence/north Region): The kick-off for this regional training will take place at Lawrence Senior Center on 10/27/15 from 10:00 am- 12:00 pm. Deadline for application is October 17, 2015. The second and last session will occur in Lawrence in March, 2016 (date to be determined). Participants will take the 4 online courses listed above between the first and last session.

Region 3 (greater Boston): The kick-off for this regional training will take place at Boston City Hall on 11/04/15 from 10:00 am- 12:00 pm. Deadline for application is October 24, 2015. The second and last session will occur in Boston in March, 2016 (date to be determined). Participants will take the 4 online courses listed above between the first and last session.

For more information or an application, contact Kathy Kuhn at Boston University, kkuhn@bu.edu, 617-358-2632.

[Boston Training Application](#)

[Lawrence Training Application](#)

[Northborough Training Application](#)

Intergenerational Programming

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Save the Date

Partners HealthCare Connected Health is hosting its 12th Annual Connected Health Symposium, **October 29-30th, 2015**, in Boston, MA at the Seaport Hotel & World Trade Center. This year's theme is *The Internet of Healthy Things: Integrating Connected Health into Real World Care Delivery*. The Symposium is a change-agent conference that promotes innovative thinking and the application of personal consumer health technologies to support new models of health care delivery.

The Symposium consistently convenes a multi-disciplinary, diverse audience of 1,000 health leaders world-wide: hospital executives, community-based MDs, health plan leaders, Fortune 500 employers, policy makers, researchers, technology developers, leading investors, patients, and advocates.

Programming consists of TED style 20-minute keynotes, interactive panels, debates and interviews, demos of new and game-changing technologies, and an Exposition hall showcasing the latest global developments and innovations.

For more information and to register, please visit the Symposium website: <http://symposium.connected-health.org>.

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For more information and to register, please visit the Symposium website: <http://symposium.connected-health.org>.

SE CIRCA ANNUAL MEETING and TRAINING

REMINDER SAVE THE DATE

SE CIRCA ANNUAL MEETING

PROGRAM IS BEING FINALIZED

Registration and details will be released next week

Thursday, November 5, 8:30-3:00

8:30 registration

continental breakfast with fruit salad and juices, coffee/tea

Daniel Webster Inn- Sandwich, 149 Main Street, Sandwich, MA 02563

\$15.00 Fee for SE CIRCA members

\$40.00 non SE CIRCA members

Includes morning refreshments, buffet lunch and cost of speaker

Lunch is Grand Buffet Luncheon (soup of the day, rolls, coq au Vin, pasta primavera, broiled native scrod, chef's choice potato, seasonal vegetables, chocolate tuxedo mousse cake with coffee/tea

Job Opportunities

Marion--Council on Aging Director

The town of Marion is seeking an energetic, compassionate, flexible and organized candidate for the position of Council on Aging Director. The C.O.A. Director oversees and supervises all activities and programs. Responsibilities include but are not limited to: Planning/developing/implementing all services and programs for elders, preparing and planning budgets including grant proposals, supervising office support staff, planning and assisting in outreach services, working with other Town departments and state and regional agencies. Interested candidates should have a minimum of five years work experience with elders including a background in management, operations, staff supervision and budget administration. Grant writing experience preferred. Proven track record building solid working relationships with individuals, community groups and government organizations. Bachelor's Degree in Human Services or related field or equivalent work experience. This is a 30 hour a week position with a negotiable salary range beginning at \$30,000 with benefits. Send resumes by November 6th to: Town of Marion, Board of Selectman, 2 Spring St., Marion, MA 02738 AA/EOE

Newbury--Council on Aging Director

The Town of Newbury is seeking an energetic, compassionate, flexible and organized candidate for the position of Council on Aging Director. The C.O.A. Director oversees and supervises all the daily activities and programs offered at the Senior Center. Responsibilities include but are not limited to:

- Planning/developing/implementing all services and programs for elders
- Preparing and planning budgets including grant proposals
- Supervising office support (nearly 60 volunteers) staff
- Planning and assisting in outreach services
- Working with other Town departments and state and regional agencies

Interested candidates should have a minimum of five years work experience with elders including a background in management, operations, staff supervision and budget administration. Grant writing experience preferred. Proven Track record building solid working relationships with individuals, community groups and government organizations. Associates Degree in Human Services or related field or equivalent work experience. This is a 30 hour a week position with a negotiable salary range beginning at \$26,640 with benefits. Send resumes by October 26th to: Town of Newbury, Town Administrator, 25 High Rd, Newbury, MA 01951 AA/EOE

Northbridge--Assistant Senior Center Director

The Town of Northbridge seeks qualified candidates for the part time [28 hours per week] position of Asst. Senior Center Director. Responsibilities include but are not limited to the planning, developing, and implementing of programs and activities for senior citizens; Preparing monthly reports of Senior Center activities; Coordinating the transportation system for senior citizens and maintaining accurate records of usage, repairs, and revenues; Provide application assistance to elders for various services and assistance programs; Responsible for making necessary purchases, scheduling repairs as budget permits, maintain accurate records of expenditures, and prepare payroll and warrants as required. Also provides secretarial support to the Director; Assists Director in preparing and mailing the bi-monthly newsletter; Attends monthly meetings of the Council on Aging. Requirements: Associate's Degree in gerontology, education, social work, business or related field; or any equivalent combination of education, training and experience. Successful candidates must possess strong verbal and written communication skills. The ability to maintain confidentiality is required as is the ability to deal tactfully, patiently and appropriately with elderly clients and their families. Special Requirements: Must receive training in CPR, First Aid and Defibrillator operation. Must have possession of a valid Massachusetts driver's license. Beginning salary is \$20.88 per hour. Interested applicants should submit resume, cover letter and completed Town of Northbridge employment application to: Ms Kelly Bol, Senior Center Director 20 Highland Street, Whitinsville, MA 01588. To request an application and a copy of the job description, please call 508-234-2002. Deadline is November 13, 2015. The Town of Northbridge is an Affirmative Action/Equal Opportunity Employer.

[See full job description](#)

HESSCO--Family Caregiver Program Specialist

Successful candidate will provide supportive counseling with families, stay abreast of caregiver research and resources, provide agency and community trainings, promote caregiver services through marketing and outreach, collaborate with community organizations, and collect, document and report program statistics.

Qualifications: Minimum educational requirement is Bachelor's degree in Social Work. Familiarity with local social service landscape is a plus. Four years experience working with the elderly. Experience with caregiving issues with disability or elder population is essential. Excellent organizational, communication and interpersonal skills required. Ability to work independently. Computer skills necessary.

Health and Social Services Consortium, Inc. (HESSCO) serves the communities of Canton, Dedham, Foxborough, Medfield, Millis, Norfolk, Norwood, Plainville, Sharon, Walpole, Westwood and Wrentham. Excellent benefits including generous vacation, 15 sick days, 3 personal days, 11 holidays, health and dental insurance, life insurance, long-term disability, 403(b) retirement plan, and pre-tax deductions.

Send resume and cover letter to:

Personnel/FCS

HESSCO Elder Services

One Merchant St.

Sharon, MA 02067-1662

Email: nrichendollar@hessco.org

Affirmative Action/Equal Opportunity Employer

HESSCO--Various Openings

As the Aging Services Access Point (ASAP) and Area Agency on Aging (AAA) for South Norfolk County, Health and Social Services Consortium, Inc. (HESSCO) has coordinated care services and provided support for elders, people with disabilities and their caregivers in the Massachusetts towns of Canton, Dedham, Foxborough, Medfield, Millis, Norfolk, Norwood, Plainville, Sharon, Walpole, Westwood and Wrentham for over 35 years. HESSCO is seeking candidates for the following positions:

Care Manager

Be part of a creative interdisciplinary team in a multifaceted position providing in-home assessments for community elders. Duties include performing in-home assessments of client needs and coordinating service plans to assist frail elders to remain safely at home.

Qualifications: Human Services B.A. required; BSW preferred. Salary differential for LSW. Good assessment, writing and computer skills necessary. Flexible four-day work week possibility.

Fiscal Director

Full-time senior team member position responsible for all fiscal systems of the agency. Maintains all financial and accounting records and prepares financial statements and reports. Prepares budgets.

Prepares and bills contracts with funding sources. Familiarity with Federal and State funding sources necessary.

Qualifications: Degree in accounting or business management with 4 years relevant experience.

Accounting software and computer spreadsheet experience necessary.

Part-Time Receptionist (M-F, 1-5 pm)

Part-time front desk position (20 hrs/wk) available Monday-Friday (1-5 pm) responsible for answering and screening calls, clerical work and data entry.

Qualifications: Switchboard/customer service experience and computer skills required. Strong organizational and good communication skills essential. Vacation and sick time benefits.

Benefits for Full-Time positions include: health insurance (employee pays 20% of the premium for an individual plan), Flexible Spending Account, generous vacation and sick time plan, 3 personal days, 11 holidays, dental, life insurance and long-term disability at no cost to employee, retirement savings plan, and 37.5 hour work week.

Please send resume and detailed cover letter describing your experience, qualifications and salary history to nrichendollar@hessco.org or mail to: Personnel, HESSCO, One Merchant Street, Sharon, MA 02067

HESSCO is an Affirmative Action/Equal Opportunity Employer.

Visit <http://hessco.org/employment-opportunities/> for more details and to apply

Bridges Together--Part Time Intergenerational Facilitator

Bridges Together is a young, growing non-profit dedicated to intergenerational programming, bringing older adults and children together for meaningful engagement. We educate and empower professionals from the aging and education fields to cultivate intergenerational opportunities in their own communities.

As the Bridges Together Intergenerational Facilitator, you will be expected to:

1. Work as an integral part of our team to lead and support intergenerational efforts
2. Bridges program curricula: Attend trainings in communities, support Lead Teams, and facilitate Bridges programs when applicable with the goal of eventually leading the trainings independently
3. Professional Development Efforts: Attend and support Bridges Together workshops/webinars, leading them when appropriate
4. Create monthly Programming Pages
5. Write program spotlights for the website and articles on IG issues
6. Record information on other intergenerational programs in Salesforce
7. Continue to learn by attending workshops, reading and more
8. Report to the Executive Director

[See full job description and how to apply](#)

Shirley--Outreach Worker

The Town of Shirley Council on Aging is seeking a qualified person for the part-time position of Outreach Worker. The person will work under the direction of the COA Director to assist senior citizens and their families. High School diploma required. Bachelor's degree in Gerontology or Human Services preferred, along with experience working with the elder population or, alternatively, an equivalent combination of education and experience. Person must have a valid driver's license and access to a vehicle to travel to Town residences and area agencies. Hiring is subject to a successful CORI check. Salary is \$15 per hour. This is an 8-hour/week contract position (prefer two mornings) and it does not participate in the Town of Shirley benefits program. Email cover letters and resumes to coadirector@shirley-ma.gov or mail to COA Director, 9 Parker Rd., Shirley MA 01464. Applications will be accepted until the position is filled. Town of Shirley is an EOE.

[See full job description](#)

Framingham--Volunteer Coordinator

Part-time 18.5 hrs/week, Range \$19.47 - 20.67 per hr

Preferred schedule: 4 days of 4+ hours each, including Friday, some flexibility

The **Volunteer Coordinator-Council on Aging** is responsible for recruiting, coordinating, supervising and scheduling volunteers at the Callahan Center for a variety of social, recreational and educational programs offered through the Council on Aging. The Volunteer Coordinator works under the supervision of the Activities Manager. Specific responsibilities are as follows:

1. Advertise for volunteers, using a variety of media.
2. Interview prospective volunteers, contact references, submit CORI forms.
3. Recruit and assign volunteers to fill needed positions within the center, on the basis of program needs and volunteer interests and skills.

4. Supervise volunteers, ensuring adequate technical assistance, training and support.
5. Design volunteer activities including annual Volunteer Recognition Event and regular meetings.
6. Develop volunteer opportunities to connect with seniors in the community.
7. Coordinate the supplies and activities related to the Community Services projects and arrange for distribution of items to external groups.
8. Maintain organized files of all volunteers, including those supervised by other staff.
9. Assist other staff members with recruiting volunteers for other programs at the Center.
10. Provide monthly and annual reports to the Director of elder Services.
11. Assist with other activities and programs of the Callahan COA as required.

[See full job description and application instructions](#)

Framingham--Connections at Callahan Coordinator

Part-time 18 hrs/week, maximum \$25 per hr

Preferred schedule: 3 days of 5+ hours each, including all day Friday, some flexibility

The **Connections at Callahan Coordinator-Council on Aging** is responsible for all aspects of planning and implementing the Connections at Callahan program. This is a new program designed to assist people with memory challenges to remain active participants at the center by pairing them with volunteers who will assist them during activities at the center. The Coordinator will also co-lead the Connections at Callahan program on Fridays, with the existing coordinator of that program, which also serves participants with memory challenges and their carepartners. The Connections at Callahan Coordinator works under the supervision of the Social Services Supervisor. Specific responsibilities are as follows:

1. Implement strategies to recruit, train, match, and supervise Partner Volunteers.
2. Create recruitment materials to attract Partner Volunteers on site and in the community, as well as caregivers and seniors diagnosed with memory challenges to join the program
3. Conduct recruitment, training & supervision meetings for Partner Volunteers.
4. Identify and interview caregivers and seniors diagnosed with memory challenges to assess participation in the program.
5. Administer pre and post measurement questionnaires.
6. Submit monthly program reports and periodic grant reports, as indicated.
7. Co-lead the Continuing Connections program on Fridays with current Coordinator of that program, with a focus on: group dynamics, therapeutic approaches for engaging people diagnosed with memory challenges, ability to respond to challenging behaviors and ongoing support for carepartners.
8. Employee is required to report potential abuse to authorities as a mandated reporter.

[See full job description and application instructions](#)

Bridges Together--Part Time Marketing Director

Bridges Together is a young, growing non-profit dedicated to intergenerational (IG) programming, bringing older adults and children together for meaningful engagement. We educate and empower professionals from the aging and education fields to cultivate intergenerational opportunities in their own communities.

As the Bridges Together Marketing Director, you will be expected to:

1. Work as an integral part of our team to lead and support all marketing activities for our intergenerational efforts
2. Collaborate with Development Director and Executive Director to write grant proposals
3. Write and distribute press releases
4. Manage the website and social media, including creating posts such as program spotlights and IG-themed articles
5. Create and publish monthly e-news
6. Manage the production of short videos
7. Manage the production of print and online marketing materials, including writing, editing, and coordinating with graphic designer
8. Edit Bridges manuals and monthly programming pages
9. Continue to learn by attending workshops, reading and more
10. Report to the Executive Director

[See full details](#)

Sharon--Senior Services Director

The Town of Sharon is seeking a dynamic individual with a passion for public service and a commitment to serving a diverse population to initiate, coordinate and implement services and programs for the elderly citizens of Sharon older than age 55 and manage all aspects of a highly regarded and successful adult center. The outstanding facility is an inviting space of more than 10,000 square feet within a 45,000 s.f. Community Center located on Lake Massapoag that includes program rooms, a library, kitchen, art gallery, and an outdoor patio. The Town is located midway between Boston and Providence adjacent to Interstate 95. CNN/Money Magazine has consistently rated the town of 18,000 residents (more than 5,500 of whom are over age 55) as one of the best places to live in America in its annual survey, ranking #1 in 2013.

The preferred candidate must be self-motivated and directed; have the capacity to build trust and respect; demonstrate honesty, patience, and flexibility; and have the ability to work well as a team with town departments and volunteer boards. Requires excellent interpersonal, communication, leadership and counseling skills, as well as the ability to exercise independent judgment.

[See full job description and application instructions](#)

South County Senior Center--Senior Center Director

The South County Senior Center, located in South Deerfield and serving the towns of Deerfield, Sunderland and Whately is seeking a new Director. Bachelor's degree in gerontology, social work or related field preferred. Will consider related experience along with a bachelor's degree in an unrelated field. Candidates should demonstrate familiarity with elder and aging issues, grant writing, and be computer proficient. Applicants must have a valid driver's license and a reliable vehicle. The successful applicant must be certified in CPR and Basic First Aid within the first six months of employment. Pre-employment drug testing and a CORI check are required. This is a thirty (30) hour per week benefited position, salary negotiable. The job description is posted on www.whately.org or can be obtained at the Selectmen's Office in the Town of Whately. AA/EEO employer

Email cover letter and resume to townadmin@whately.org or mail it to Senior Center Director c/o Whately Selectboard Office, 218 Chestnut Plain Road, P. O. Box 181, Whately, MA 01093. First review of applications will begin on July 15, 2015, but the position will remain open until filled.