



## Administrative Services

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**Alissa Holdson**  
*Executive Director*

**Ronald C Loos**  
*Board Chairperson*

**POSITION: Director of Senior and Community Services**

**EMPLOYMENT STATUS:** Full Time/Exempt

**PRIMARY WORK SITE:** 4200 State Road

### **GENERAL RESPONSIBILITIES:**

Ensure the development, oversight and application in the Senior and Community Programs, follow the Agency mission, policies, goals and objectives and advises Executive Director of such. Responsible for completion of program(s) budget(s). Ability to assess local anti-poverty and Senior needs, plan programs to meet needs, locate funding source(s) and write grants. Plans, directs and coordinates activities of designated project(s) and/or program(s) and assures they are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through appropriate supervisors.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Writes project/program proposals or plans; including time frame, funding limitations, new funding needed, procedures for accomplishing project/program, staffing requirements, and allotment of available resources to various phases of project/program.

Reviews projects/programs for Senior Services, (ie., Home Delivered Meals, Congregate Meals, Homemaker and other programs opportunities) ensuring that timeframes are proceeding as required by the funders guidelines.

Reviews projects/programs for Community Services (ie., 2-1-1, Rental assistance, Outreach, Broadband/Internet Connectivity and other programs opportunities) ensuring that timeframes are proceeding as required by the funders guidelines.

Establishes work plan and staffing for each phase of project/program and arranges for recruitment or assignment of project personnel.

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6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957 X565

[www.accaa.org](http://www.accaa.org)

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Ensures staff has required knowledge and equipment necessary to perform assigned duties. Schedules trainings as required for each staff position.

Directs and coordinates activities of project/program personnel to ensure it progresses on schedule and within prescribed budget. Coordinates project/program activities with activities of funding sources such as reports and monitoring visits.

Assists in establishing Agency current and long-range objectives, plans, and policies, subject to approval by the Board of Trustees.

Prepares budgets to control costs and to allocate funds in accordance with funders' provisions and Agency policy. Revises and submits budgets as needed when necessary.

Oversees, checks and signs purchase orders. Reviews purchase order claims and contracts for conformance to Agency and program(s) funders policies.

Develops and maintains good working relationship with funders and program monitors. Asks questions when communication or directives are unclear.

Develops and maintains relationships with community partners always willing to combine resources if appropriate to provide greater assistance to mutual customers.

Look for opportunities to expand the current Senior Services or Community Development where funding is available.

Develops and maintains an inventory control method.

Portrays a neat, professional appearance.

Performs other related duties as assigned.

**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the knowledge, skills and abilities to ensure and sustain the success of the assigned project/programs, listed as follows: Completion of a college education with a bachelor's degree and 5 years of experience in Social Services, Business Administration, or a related discipline in a community services organization or an equivalent combination of training and/or experience.

**KNOWLEDGE/ABILITIES:**

Incumbent must have diverse competencies as well as knowledge and abilities of the following: Supervision, management principles and practice, staff development, grant writing, data collection, business skills, contracts and experience working with diverse populations, excellent communication skills, (oral and written), community social service network, analytical skills, data collection and ability to draft meaningful and appropriate reports and documentat



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Must maintain “Client Confidentiality” at all times both personally and program-wide. Will sometimes be required to work evenings, weekends and holidays. Valid driver’s license and automobile insurance required. Driving record must meet Agency standards. Must be able to pass drug test and maintain drug-free status. Must pass the background check.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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