

THE TOWN OF
CHEEKTOWAGA



KERRY A. PEEK
Director of Senior Services

Department of Senior Services
3349 Broadway Street
Cheektowaga, NY 14227
716-686-3930 Fax 716-686-3582

JOB OPENING
SENIOR SERVICES OUTREACH WORKER

The Cheektowaga Senior Services Department has a Full-Time opening for an Outreach Worker. Candidates must meet the following requirements:

- Completion of two (2) years or sixty (60) semester credit hours of study at a regionally accredited or New York State registered two (2) or four (4) year college or university in social work plus one (1) year of experience in sub-professional counseling or interviewing in social service programs for older adults; **OR**
- Graduation from high school and three (3) years of experience in sub-professional counseling or interviewing in social service programs for older adults; **OR**
- An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

The work involves counseling and assisting older adults in all aspects of a municipal senior citizens program involving social services and recreation. Duties and responsibilities include: counseling older adults in such social service areas as housing, transportation, money management, employment, recreation, etc.; assisting clients in completing forms (i.e. SNAP, Medicaid, tax assistance, etc.) and obtaining necessary certificates (birth, identification, marriage, etc.); arranging and scheduling interviews for potential volunteers at various community locations; planning and implementation of new programs for older adults; providing information and counseling to individuals or groups concerning services offered; making home visits to senior Town residents for assessment and linkage to services; maintaining records on the clients such as general data, activity records, waiting lists, interests, etc.; assisting in communications by clarifying programs to the older adults, their families and the community, outlining social services and recreation programs offered; making in-person or phone contact with older adults in community areas where program recruitment is focused to inform them about programs in the area of recreation and social services; arranging and scheduling group meetings for recruitment purposes; notifying as many older persons as possible within geographic area surrounding the meeting location; following up after meeting as directed; attending staff meetings and other work as assigned.

Candidate should possess good knowledge of services provided by municipal senior citizens programs; good knowledge of public and private agencies who deal with older adults; working knowledge of interviewing and counseling techniques; ability to communicate effectively with seniors; ability to counsel on a sub-professional basis; initiative; tact, resourcefulness; physically capable of performing the essential functions of the position with or without reasonable accommodation. Candidate must possess a valid NYS Driver's License.

Generous benefits package including health insurance and vacation time. Starting salary \$43,264 as per Town of Cheektowaga Employees Association (TCEA) Bargaining Agreement.

Candidate will be provisional until successful completion of Civil Service Test.

Minorities, individuals with disabilities and veterans are encouraged to apply.

Town of Cheektowaga residency requirement. *If candidate does not currently reside in Cheektowaga, he/she will have six months to move in.*

Please send resume along with three references to:

Cheektowaga Senior Services
Attn: Kerry Peek, Director
3349 Broadway Street
Cheektowaga NY 14227

Or email resume & references to: kpeek@tocny.org