

**CITY OF NORTH OLMSTED  
OUTREACH COORDINATOR – SENIOR CENTER**

The City of North Olmsted Senior Center is seeking a Full Time Outreach Coordinator. The starting salary and job description are listed below. Qualified candidates may mail, email or fax their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted  
Department of Human Resources  
5200 Dover Center Road  
North Olmsted, Ohio 44070  
Fax: 440-777-4332  
e-mail: [vanschoork@north-olmsted.com](mailto:vanschoork@north-olmsted.com)  
EOE**

**CITY OF NORTH OLMSTED  
JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Under general supervision of Senior Center Administrator or Director of Planning & Community Development, is responsible for providing resources and social services to senior residents in North Olmsted and Senior Center members from the region.

**QUALIFICATIONS: An example of acceptable qualifications:**

Bachelor's or Master's Degree in social work or related field, experience working with seniors preferred; or any combination of training, education or experience which provides the desired knowledge, skills and abilities to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy. Valid Social Work License under the Ohio Counselor Social Worker and Marriage & Family Therapist Board.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive: Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public. Note: In accordance with the U.S. Department of Labor physical demands

strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:  
JOB DUTIES**

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Assists seniors with preparation of documents and applications regarding among other things, food and cash benefits, homestead exemption, energy assistance programs, medical and insurance forms, prescription assistance; advance care directives, etc.
2. Assist seniors with information and referrals regarding, among other things, home health care, senior living, home repair, legal aide, Medicare/Medicaid, social security, support groups, Adult Protective Services; etc.
3. Coordinates health screenings for senior residents; coordinates special events related to health care, outreach and senior services; works with area hospitals, health agencies and non-profits to provide services for seniors; etc.
4. Performs routine and moderately complex clerical tasks in order to assist with the efficient operation of Senior Center (e.g. types correspondence and other documents; files records; processes receipts; accurately maintains records; etc.). Responds to telephone calls and visitors; responds to inquiries or complaints; directs non-routine matters to appropriate authority for disposition; etc.
5. Serves as liaison for the department; meets with community groups and other interested parties for the purpose of promoting senior services and programs; seeks to resolve problems and exchange information with residents, officials, vendors, etc.
6. Maintains required licensures and certification.
7. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** operations, services and activities of a senior services program; issues and concerns related to senior population; community resources and services; state and

federal government programs and services; marketing; public relations; gerontology; local geographic area; City, department, and division policies and procedures\*; Munis software\*.

**Skill in:** word processing, spreadsheet and database software; use of internet, virtual meeting technologies and social media; use of modern office equipment; motor vehicle operation.

**Ability to:** carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture or schedule form; comprehend a variety of reference books, manuals, ordinances, maps, etc.; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; compile and prepare reports; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to work site.

**POSITIONS DIRECTLY SUPERVISED:**

None

**Starting Salary Range**

\$31,980.00 annual - \$50,050.00 annual