



County of Onondaga
Department of Adult & Long Term Care Services

Aging • NY Connects • Adult Protective Services
 John H. Mulroy Civic Center, 10th Floor
 421 Montgomery Street, Syracuse, NY 13202

J. Ryan McMahon, II
 County Executive

JoAnne Spoto Decker
 Commissioner

www.ongov.net

ELDERLY SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS 30750 (Competitive)

The work involves contact with individuals, families, and caregivers within the community to determine needs and provide information and assistance to services managed by the Department of Adult and Long-Term Care Services. This employee is responsible for coordinating and integrating services and opportunities for older adults and caregivers provided by community-based agencies into a comprehensive package from which care plans can be developed for clients. Does related work as required.

TYPICAL WORK ACTIVITIES

Coordinates the activities of community-based case managers in performance of their program-related tasks.
 Reviews all assessment paperwork submitted by case managers and completes appropriate service authorization forms for each program certification period.
 Consults with families, physicians, referral sources and other service providers as needed.
 Conducts in-home assessments and reassessments for potential and continuing clients as needed.
 Conducts orientation and training for new case managers.
 Conducts annual monitoring of client files at case management subcontract agencies and quarterly review of client electronic files and prepares written reports and follow-up.
 Assists Project Director with annual monitoring of home care agencies.
 Provides case management services directly to clients as necessary.
 Presents at community agencies, senior centers, hospital discharge planner groups, and other groups, regarding programs related to the Expanded In-Home Services to the Elderly Program, respite services and other department services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the aging process and needs of functionally impaired adults.
 Working knowledge of long-term care issues and service delivery systems.
 Ability to work effectively with subordinates, peers, and supervisors.
 Ability to express ideas clearly both verbally and in writing.
 Ability to gather and organize data.

MINIMUM QUALIFICATIONS

- A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in social services, human services, or a closely related field; or,
- B. Four (4) years paraprofessional or professional level work experience, or its part time equivalent, in social service, human service, program coordination or a closely related field; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Permanent appointment is in accordance with all New York State Civil Service rules.

Salary - \$51,779 (2022)

Hours of work: 8:30 – 4:30 pm, Monday – Friday

Deadline to apply: Friday, January 7, 2022

Send resume and letter of interest to:

Suzanne Wilcox
suzannewilcox@ongov.net

Aging
 315.435.2362 Fax: 315.435.3129

NY Connects
 315.435.1400 Fax: 315.435.5615

Adult Protective Services
 315.435.2815 Fax: 315.435.2801

Long Term Care Resource Center
 315.435.5600 Fax: 315.435.5615