

**CLASSIFICATION:** AREA PROGRAM COORDINATOR

**Class Code:** 0207-21

**Date Established:** 12-29-80

**Occupational Code:** 7-7-7

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To develop and implement local and area services systems to ensure that services for elderly and disabled adults are effectively provided.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Coordinates the formation, development and operation of area advisory councils to establish an educated network of senior advocates.
- Provides leadership to agency staff, public officials, community groups, and concerned citizens in planning and implementing coordinated comprehensive services to elderly and disabled adults.
- Monitors program sites and agency facilities to evaluate program effectiveness.
- Reviews and evaluates proposals in order to make recommendations to the Division of Elderly and Adult Services.
- Educates and trains services providers, volunteers, and others to increase the level of expertise among providers, and self-help skills among target populations.
- Prepares reports to meet agency requirements and to inform staff of program status.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with major study in social work, psychology, community organization, or sociology. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in the field of community organization, social work, gerontology, or the equivalent, one year of which must have been in an administrative, supervisory or consultative capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license.

**RECOMMENDED WORK TRAITS:** Considerable knowledge of social, emotional, economic and health needs of older persons. Considerable knowledge of governmental programs which affect elderly people. Knowledge of governmental organization at federal, state and local levels. Knowledge of the principles of budgets, fiscal, and office management factors. Knowledge of community organizations. Knowledge of various community reactions such as apathy and resistance to change. Ability to address groups and write for publication. Ability to secure and analyze data. Ability to develop sound, short-range and long-range plans and adapt them to changing circumstances. Ability to establish and maintain effective working relationships with federal, state and local officials, public and private agency personnel, and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.