

**AGING SERVICES SPECIALIST (Health & Wellness)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting in the operation of the services component of the Office for the Aging by supervising staff and participating in the delivery of services to clients. Incumbents in this class will assist in determining nutrition and wellness education program needs for older citizen of the County. The work is performed both in the field and in the office by assisting clients to identify and obtain available and appropriate services as well as conduct assessment and referral activities. Supervision may be exercised over the work of a subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Administers the nutrition and wellness program activities and provides related counseling services to program enrollees;  
Coordinates and monitors the nutrition and wellness education programs in accordance with all federal and state laws and local government regulations;  
Administers the activities of the nutrition and wellness programs for older citizens. Includes evidenced-based curriculums for exercise and nutrition trainings and in-services;  
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;  
Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;  
Establishes and maintains effective relations with individuals and community agencies;  
Participate in public speaking, media releases, community outreach and engagement activities;  
Assists in the development and distribution of nutrition and wellness educational materials;  
Assists with assessment, evaluation, data collection and reporting of the nutrition and wellness programs;  
Assists in the implementation and operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;  
Assists the Coordinator of Aging Services or the Director in the performance of duties;  
Attends meetings and speaks to groups concerning nutrition and wellness issues of older persons and the role of the Office for the Aging;  
Makes recommendations regarding programs and services for older persons;  
May supervise case management work of staff assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the dietary needs of the aging; good knowledge of Food Safety and compliance regulations; good knowledge regarding case management, assessment, screening, care planning and service delivery; working knowledge of public information and relations techniques; working knowledge of the laws and regulations governing older citizen programs; when assigned supervisory responsibilities, ability to accurately and appropriately assess client needs, plan services, oversee plan implementation and conduct ongoing follow-up and reassessment; ability to train and to accept responsibility for work of others; ability to relate to and motivate older persons; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Open Competitive: Either:**

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Nutrition, Health Education or Public Health and two (2) years of experience providing nutrition and health education services in a human services agency or program; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree in a Nutrition, Health Education or Public Health and four (4) years of experience as listed in (A.) above.

**ADDITIONAL REQUIREMENTS:** Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.