

JOB DESCRIPTION

Position: Part-Time Assistant Director Senior Services
Department: Senior Services Department
Reports to: Director of Senior Services
FLSA Status: Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Position Summary:

Under the Direction of the Director of Senior Services, the Assistant Director will oversee: In-Home Services, Extend-a-Meal, Senior Center Programs /Activities, and planned events.

Responsibilities:

- The Assistant Director will supervise and assist each area by identifying and attaining objectives of productivity weekly, monthly, and quarterly from employee assuring approval from the Director.
- The Assistant Director will complete an in-home determination of needs evaluation. To assure that services are accurate for Seniors and disabled citizens, there must be a specific need in areas identified. Assistant Director will work with In-Home Coordinator to develop and manage referral database of services and programs throughout Rich Township.
- The Assistant Director will assess confidential records of the In-Home Coordinator program quarterly.
- The Assistant Director will evaluate all existing programs for improvement and growth based upon needs of seniors.
- Supply the Senior Center Director with quarterly audit of all tasks and activities performed in all programs.
- Assistant Director will evaluate the Extend-A-Meal program to determine the needs and/or improvements of the program. If extra services are needed the Assistant Director will refer to the appropriate resource.
- The Assistant Director will monitor In-Home and Extend-a-Meal daily activities, billing and provide tools to expand Services.
- All other duties as assigned.

Experience:

- Experience in managing employees. In the areas of Senior Services, Quality Management and Utilization Review is a plus.
- Must have access to a vehicle, valid driver's license, and proof of insurance to perform essential job functions required.
- Employment with Rich Township Seniors requires proof of vaccination or an approved medical exemption, required.

- Demonstrated ability to render direct service to clients and to organize and manage task(s) efficiently.
- Ability to work effectively with diverse individuals, groups, seniors, and disabled citizens.
- Mobility to work locations is required.
- Background check is required.

Education:

- Bachelor's Degree or related field from an accredited college or university, required.
- Proficiency in Microsoft Office applications such as Word, Excel, and PowerPoint required.

Salary: Commensurate with experience.

Working conditions: The physical demands, work environment factors, and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter, and the names and contact information for two professional references to: pal-amin@richtownship.org. Put the phrase "Part-Time Senior Services Assistant Director" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military, or military discharge status.