



## **Director, Office on Aging and Disability Services**

### **Position Summary**

The Director of the Office on Aging and Disability Services (OADS) is responsible for planning, policy, and oversight of all programs administered by OADS for older persons, individuals 18+ with physical disabilities, and caregivers within Somerset County.

OADS is the designated Area Agency on Aging (AAA) for Somerset County and serves as the primary entity responsible for developing comprehensive, coordinated systems of community-based services for older adults. The AAA also serves as the Aging & Disability Resource Connection (ADRC) lead agency for the County, ensuring seniors, adults with disabilities and their caregivers have easy access to long-term services and supports.

The role of the AAA includes:

- Coordinating all programs on aging regardless of funding source, and serving as the central source for information and referral for services and programs
- Preparing an Area Plan on Aging which includes an analysis of the needs and existing services within the county and a comprehensive plan for the delivery of services to older adults, individuals with disabilities and their caregivers
- Administering the annual allocation of federal Older Americans Act and state funds from the New Jersey Division of Aging Services for projects and services within the county
- Monitoring and evaluating projects funded under the Area Plan
- Serving as an advocate to increase the public's understanding of the aging population

### **Essential Functions**

- Ensures that OADS operates in full compliance with the Older Americans Act of 1965, as amended 42 U.S.C. S 3001 et seq., and 45 C.F.R. Part 1321, and all other applicable federal, State, and local laws, regulations, rules, contracts, and policies.
- Provides and directs appropriate oversight, advocacy, development, implementation and monitoring, and evaluation of programs for older persons/persons with disabilities/caregivers in the county including but not limited to: community services, economics, employment, income and retirement, health care, mental health, institutional and non-institutional housing, recreational activities, transportation, homemaker services, long term care, case management, congregate and home delivered meals, adult day care and legal services.
- Directs the senior management team responsible for day-to-day management and operations of programs administered by the Office including Nutrition, Eldercare, Family Caregiving, Jersey Assistance for Community Caregiving (JACC), Nursing Home Diversion, VA Home and Community Based Services (VAHCBS)/Community Living Program (CLP), Disability Services/Personal Assistance Services (PASP).
- Establish contracts with nonprofit entities to provide home and community-based services for elderly and disabled individuals, including but not limited to, information and assistance, health care, mental health, institutional and non-institutional housing, recreational activities, transportation, homemaker services,

long-term care, case management, congregate and home delivered meals, adult day care and legal services.

- Develops, implements, and administers the Area Plan submitted to and approved by the State Division on Aging and Community Services.
- Recommends a diverse and representative slate of advisory council members for appointment by the County Board of Commissioners.
- Convenes the advisory council to provide guidance and direction on program priorities, program objectives, and program policy and administration.
- Develops and manages the Division Budget and ensures adherence to all County fiscal policies and procedures, including responsible purchasing and business operations.
- Assesses the outcomes associated with expenditures to ensure the most efficient and purposeful expenditure of funds. Maintains full awareness of the complete financial, statistical, and accounting records of the division.
- Ensures implementation of information and referral services to older adults, their families or caregivers, and the public regarding accessing programs and services.
- Ensures implementation of the nutrition program for the elderly, including accommodation for eligible individuals with specific dietary needs arising from health requirements, religious requirements, or ethnic backgrounds.
- Directs marketing activities designed to promote awareness of services and programs throughout the County.
- Promotes public awareness and understanding of the aging process and the effects of this natural process on the individual by circulating information related to aging issues to practitioners in the field, older individuals, and the public at large.
- Models effective leadership for managers and Office staff through effective objective setting, delegation, and communication.
- Provides oversight of staffing resources and needs to promote and maintain a robust workforce and fulfill all operational needs.
- Oversee the preparation of office procedure manuals, outlining specific duties, regulations, and responsibilities.
- Develops and implements operational plans, policies, and goals that further strategic objectives.
- Investigates all critical incidents and determines next level of intervention.

### **Essential Qualifications**

- Master's degree in human services, public administration, gerontology, or social work
- Minimum of 5 years of health/human services senior management and administration experience
- At least five years administrative experience with emphasis on quality improvement and strategic planning
- Knowledge of the public systems that serve individuals aged 60+, individuals with disabilities, and individuals with health and behavioral health needs, including but not limited to, Medicare, Medicaid, and community-based services and supports
- Knowledge of relevant federal and state statutes and regulations
- Experience in developing and managing budgets
- Knowledge and experience in developing and managing federal and state-funded programs including applying for funding, program implementation, and adherence to all grant program and fiscal reporting and outcomes requirements
- Experience with procuring services through a public bidding process including developing requests for proposals, evaluation, scoring, and awarding contracts
- Experience with managing contracted services, including data-driven performance and fiscal monitoring
- Ability to supervise staff, establish and maintain working relationships with employees, volunteers, agencies, and the public
- Valid NJ Driver's License
- Experience in the utilization of MS Office Suite, Access® and SAMS/SAGE® (required statewide reporting systems) to the point of ensuring entire office can maximize the use of the computer applications to maintain efficiency.

Salary range: \$82,000-\$110,000/year

*Benefits include health coverage (medical, prescription, and dental), paid time off (vacation, holidays, and sick), a deferred compensation plan, and enrollment in the NJ State Pension System.*

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