

Executive Director, Office on Aging

Warren County Division of Aging & Disability Services

The County of Warren seeks candidates for the position of Executive Director, Office on Aging. Under direction, provides leadership in the development and implementation of work involved with an Area Agency on Aging / Aging & Disability Resource Connection (ADRC).

A Division of the Warren County Department Human Services, the Warren County Division of Aging & Disability Services-ADRC directly provides services or executes contracts to administer a wide range of programs and services geared to support older adults, residents with disabilities and their caregivers residing in community settings. ADRC processes assist older adults and residents with disabilities access long term services and supports by providing information and assistance as well as comprehensive screening, assessment and options counseling on available services. The mission of the Warren County Division of Aging & Disability Services - ADRC is to develop, provide, coordinate and fund programs, services and projects to assist Warren County's older residents and residents with disabilities preserve their highest level of independence and dignity while supporting the efforts of their unpaid caregivers.

Examples of work:

Coordinates community resources and services related to the needs of older residents and maintains liaison with State and local agencies and organizations concerned with the diverse subject of aging;

Prepares, develops and administers a comprehensive Area Plan Contract of aging programs and services approved by the State Unit on Aging. Advocates for policies and programs to benefit older adults and caregivers;

Manages a comprehensive care management system including Adult Protective Services for vulnerable adults;

Responsible for staff orientation, development and appraisal. Delegates tasks, sets priorities and directs activities;

Maintains a continuous inventory of resources and services available to older residents and is a visible focal point for advocacy, coordination, monitoring and evaluation of programs related to aging;

Establishes and maintains working relationships with officials and representatives of government agencies, advisory boards, community organizations and public. Assembles, disseminates and publicizes information to groups and the general public;

Conducts public hearings and completes surveys and needs assessments to evaluate the needs of older residents;

Ensures compliance with local, state and federal guidelines and regulations;

Requires preparation of budgetary information for county and state officials.

Position Requirements:

- Minimum of a Bachelor's Degree preferably with a concentration in social services, public administration, social work, gerontology, sociology or related field
- Seven years of professional experience, two of which shall be in a supervisory capacity, in an agency operating programs related to older residents in the fields of social work, public health, nursing, counseling, gerontology, psychology or related field
- Experience in financial, contractual and programmatic compliance monitoring and evaluation of programs
- Demonstrated knowledge of community agencies, resources, development and planning
- Knowledge of problems, concerns and needs of older residents and those with disabilities
- Knowledge of aging network and Older Americans Act funded services a plus
- New Jersey residency required

Submit cover letter of interest, resume and references to twright@co.warren.nj.us no later than **February 28, 2018**.