

Sullivan County Office for the Aging is seeking to fill the following position:

AGING SERVICES SPECIALIST

This position involves work in support of Office for the Aging Services with emphasis on assisting elderly persons to identify, apply for and use available human services programs, including applying for Public Assistance benefits, housing assistance, HEAP assistance and nutrition service programs. The work is performed under the general supervision of the Director of Aging Services. The Nutrition Services Coordinator will oversee the incumbent in duties relating to the meal nutrition program. Services are carried out at the Office for the Aging offices and throughout the County. Supervision may be exercised over volunteers and clerical staff.

MINIMUM QUALIFICATIONS: Either

- (A) Satisfactory completion of 60 credit hours from a regionally accredited or New York State approved college or university and two (2) years of work experience involving face to face client contact in a human service agency or program; or
- (B) Two (2) years of experience as a Registered Professional Nurse; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as outlined in (A) above; or
- (D) An equivalent combination of training and experience as defined in (A), (B) and (C) above.

NOTE: *Must possess and maintain a valid driver's license.*

Salary: Entry: \$48,448.00 **Full:** \$50,998.00

TO APPLY FOR THIS POSITION, visit <https://sullivan-portal.mycivilservice.com/jobopps>

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/V/H