



Township of Monroe

County of Middlesex

JOB ANNOUNCEMENT

SENIOR OUTREACH PROFESSIONAL

DIVISION ON AGING / SENIOR SERVICES

General Description:

Under direction, the Senior Outreach Professional has the responsibility of providing assistance to Monroe Township senior citizens. The Senior Outreach Professional shall report to the Director of Senior Services and perform the following; including other related duties as required:

Duties Include But Are Not Limited To:

- Home visits to evaluate the activities of daily life needs and financial eligibility for the purpose of the "Friend in Need Grant" or other entitlement programs.
- Must keep accurate records of services provided; clients served and administrative matters handled. This includes, but not limited to train on use of SAMS program through the County and effectively keep records for reporting "client contact" in the SAMS system for the State of NJ.
- Handle information and referral including, but not limited to Meals on Wheels, SNAP, PAAD, PTR etc. and all entitlement programs that are appropriate for clients.
- Assist clients with completion of entitlement program forms/applications.
- Work with Director to assist in maintaining the Commodity Program to include working with Volunteers and coordinating food donations brought to Senior Center.
- Act as SHIP Medicare Counselor (*upon completion of training / test*)
- Keep abreast of all information pertaining to Federal, State, County, Township services relating to seniors.
- Assist with home food shopping on-line.
- May also be assigned to work the front desk, answer phones, assist residents, etc.
- Perform other duties as assigned by the Director.

Qualifications:

KNOWLEDGE AND ABILITIES:

- Ability to deal effectively and tactfully with older adults and their families.
- Must be professional and have high energy.
- Ability to work in a team oriented environment with the ability to develop and maintain cooperative working relationships.
- Knowledge of MS Office (i.e., Excel, Word, Outlook, etc.).
- Knowledge of applicable Local / County / State / Federal programs and resources available.
- Must have well-developed/effectual organizational, verbal & written communication skills.
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position.

LICENSE, EXPERIENCE & EDUCATION/CERTIFICATION:

- Must have Bachelor's Degree in Sociology, Nursing, Gerontology or related fields.
- Must have experience working with older adults and understanding their social, medical and emotional needs.
- Must possess and maintain a valid New Jersey Driver's License.
- Will be required to attend training to become SHIP Medicare Counselor. *Training will not be available until spring of 2018. Must pass test that is administered through this training.*

Applicants must reside in New Jersey unless otherwise exempted by law and are required to pass a pre-employment drug screen, background check and motor vehicle record check.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the Township undue hardship, such persons may not be eligible.

Wages:

Pursuant to applicable Salary Ordinance / DOQ

Application Procedure:

Interested parties may obtain applications from either the Administration or Health & Human Resource Offices located at Monroe Township Municipal Complex, 1 Municipal Plaza, Monroe Township, NJ 08831 or by visiting www.monroetwp.com. Completed applications should include a cover letter with resume attached and submitted to the Division of Health & Human Resources no later than **Monday, October 9, 2017.**