

TITLE: ACCOUNTANT I

DEFINITION: Under general supervision, performs professional accounting work.

EXAMPLES OF DUTIES:

Maintains cash journals, purchase order registers, control registers, subsidiary ledgers, general ledgers, and other fiscal records or reports as required.

Prepares analyses of expenditures and monthly and quarterly reports of operations, financial statements, schedules, and financial statistical data.

Pre-audits and/or post-audits payrolls, purchase orders, travel expense vouchers, refund vouchers, vendors' invoices; reconciles bank statements; classifies expenditures according to prescribed charts of accounts.

Prepares request for quotations on items to be purchased and issues purchase orders; prepares depreciation schedules; makes cost accounting schedules; review a variety of accounting ledgers and accounts.

Prepares or supervises the preparation of payroll checks, voucher checks; may sign checks in a small agency; may supervise a small clerical unit maintaining accounting records.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of accounting practices, principles, theory; and of auditing standards, principles and practices.

Skill in analyzing the accounting procedures used in preparing financial reports; and in instructing clerical employees in simple accounting procedures.

Personal computer skills.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree in accounting or finance.

Must be bondable and maintain confidentiality.

Must possess ability and willingness to perform job related travel

TITLE: ACCOUNTANT II

DEFINITION: Under general direction, supervises and/or performs complex professional accounting work involving the management, interpretation, and maintenance of diversified accounts with a high degree of activity.

EXAMPLES OF DUTIES:

Maintains cash journals, purchase order registers, control registers, subsidiary ledgers, general ledgers, and other fiscal records or reports as required.

Prepares analyses of expenditures and monthly and quarterly reports of operations, quarterly requests for allotments, financial statements, schedules, and financial statistical data.

Pre-audits and/or post-audits payrolls, purchase orders, travel expense vouchers, refund vouchers, vendors' invoices; reconciles bank statements; classifies expenditures according to chart of accounts prescribed by the Director or the chief fiscal officer.

Prepares request for quotations on items to be purchased and issues purchase orders.

Prepares payrolls, payroll checks, voucher checks; may be charged with budgetary responsibility.

Maintains records and files in connection with accounting work.

Supervises employees in the pre-audit of fiscal documents involving cost distribution, such as purchase orders, payrolls, travel expense vouchers, refund vouchers, equipment-cost reports, materials-issued reports, pricing of expenditures according to chart of accounts prescribed by the department's fiscal officer.

Perform related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of generally accepted accounting principles; of standard accounting procedures; of financial reporting systems; and of auditing standards, principles and practices.

Skill in applying accounting principles; in preparing financial reports; in instructing lower-level accounting personnel; and in discussing financial management problems with non-financial management personnel.

Personal computer skills.

EDUCATION AND EXPERIENCE:

TITLE: ACCOUNTANT II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

A Baccalaureate degree in accounting or finance, and one (1) year of professional accounting experience;

OR

An equivalent combination of education substituting one (1) year of graduate study for the one (1) year of required experience.

SPECIAL REQUIREMENTS:

Must be bondable and maintain confidentiality.

Must possess ability and willingness to perform job related travel.

DHS Issued 1991

TITLE: ACCOUNTANT III

DEFINITION: Under general direction, supervises, coordinates and maintains a major accounting and disbursement operation.

EXAMPLES OF DUTIES:

Directs the installation and maintenance of fund, appropriation, budget, revenue cost, and disbursement accounting in a major agency.

Directs, coordinates, and supervises activities of employees engaged in the maintenance of a variety of accounting systems.

Confers with department administrators about budget and financial problems.

Prepares analyses of expenditures, monthly reports of allotment balances, quarterly requests for allotments, financial reports, schedules, and statistical data required by the state agency.

Suggests solutions for budget deficiencies to agency management; identifies surplus funds by account.

Supervises employees in the pre-audit of fiscal documents.

Assures availability of funds for purchases; signs payroll checks and disbursement vouchers.

Conducts staff meeting with subordinate employees to assure consistent approach to accounting problems.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of governmental accounting, auditing and fiscal principles; of internal auditing procedures and practices; of laws and regulations on accounting procedures; of maintenance and fiscal records and reports necessary to manage a state agency; and of data-processing applications to accounting record problems.

Skill in providing accounting advice to management personnel, and in motivating lower level accountant staff.

Personal computer skills.

TITLE: ACCOUNTANT III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

A Baccalaureate degree in accounting or finance and two (2) years of professional accounting experience.

SPECIAL REQUIREMENTS:

Must be bondable and maintain confidentiality.

Must possess ability and willingness to perform job related travel.

DHS Issued 1991

TITLE: ADMINISTRATIVE ASSISTANT (TITLE III PROJECT)

DEFINITION: Under general supervision, provides responsible administrative support of a varied nature to an aging program official(s).

EXAMPLES OF DUTIES:

Composes and prepares correspondence, technical reports, and other documents.

Gathers, assembles, and summarizes information and data for administrative consideration.

Supervises the maintenance of all agency files, maintains agency Policies and Procedures Manual.

Assigns and reviews the work of subordinate clerical staff; performs technical clerical tasks such as preparing payrolls, invoices, payments of claims, etc.

May maintain legal or other agency library.

Interprets and advises agency personnel on departmental rules, regulations, and laws governing the operation of the agency, or program.

Interviews callers, arranges for appointments, and conferences; disposes of office details not requiring official action/decision.

Oversees the sorting and distribution of incoming mail; assigns requests for information or other routine materials to the proper unit for disposition; maintains control records of materials received, routed, assigned, or disposed of by the agency or program.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of business English; of business arithmetic; of the maintenance of complex records; of modern office methods and procedures; and of agency or unit policies and procedures.

Skill in establishing and maintaining effective working relationships with others; in interpreting and handling routine decisions in accordance with agency policy; in dealing tactfully with the public; in operating a personal computer and other available office equipment.

EDUCATION AND EXPERIENCE:

High School Diploma or GED. Additional course work preferred. Four (4) years of secretarial and/or responsible clerical experience;

TITLE: ADMINISTRATIVE ASSISTANT (TITLE III PROJECT) (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must be willing and able to perform job related travel.

Must be able to maintain confidentiality of office tasks and activities.

DHS Issued 1991

TITLE: AGING SPECIALSIT I

DEFINITION: Under the general supervision of the Area Agency on Aging Director, assists in carrying out the responsibilities and functions of the area agency with particular emphasis on program monitoring and resource development.

EXAMPLES OF DUTIES:

Provides technical assistance in resource development and coalition building to Title III projects and to all organizations in the planning and service area who serve or who desire to serve the elderly.

Monitors and assesses funded programs and projects and provides technical assistance to same in meeting their outlined objectives.

Maintains close liaison with community leaders and advises the Area Agency Director and planning staff of identified community needs.

Assists Area Agency Director and planning staff in Area Plan development.

Disseminates information to elected officials, local governments, community businesses, media representatives, the general public, etc., regarding the needs of the elderly in the planning and service area.

KNOWLEDGE AND SKILLS:

Grant writing, personal computer, effective communication and community organization skills.

Public speaking and leadership skills.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university with major course work in any of the following fields: social work, public health, planning, adult education, human relations, gerontology or related field. One (1) year of responsible full-time, paid employment in any of the above-listed fields;

OR

An equivalent combination of education substituting one (1) year of graduate study for one (1) year of required experience.

SPECIAL REQUIREMENTS:

Must possess ability and willingness to perform job related travel.

TITLE: AGING SPECIALIST I (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: AGING SPECIALIST II

DEFINITION: Under the general supervision of the Area Agency on Aging Director, assists carrying out the responsibilities and functions of the area agency with particular emphasis on program monitoring and resource development.

EXAMPLES OF DUTIES:

Provides technical assistance in resource development and coalition building to Title III projects and to all organizations in the planning and service area who serve or who desire to serve the elderly.

Monitors and assesses funded programs and projects and provides technical assistance to same in meeting their outlined objectives.

Maintains close liaison with community leaders and advises the Area Agency Director and planning staff of identified community needs.

Assists Area Agency Director planning staff in Area Plan development.

Disseminates information to elected officials, local governments, community businesses, media representatives, the general public, etc., regarding the needs of the elderly in the planning and service area.

May supervise other area agency staff.

KNOWLEDGE AND SKILLS:

Grant writing, personal computer, effective communication and community organization skills.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university with major course work in any of the following fields: social work, public health, planning, adult education, human relations, gerontology or related field. Two (2) years of responsible full-time, paid employment in any of the above-listed fields;

OR

An equivalent combination of education substituting one (1) year of graduate study for each year of required experience.

SPECIAL REQUIREMENTS:

Must possess ability and willingness to perform job related travel.

TITLE: AGING SPECIALIST II (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: AGING SPECIALSIT III

DEFINITION: Under the general supervision of the Area Agency on Aging Director, assists in carrying out the responsibilities and functions of the area agency with particular emphasis on program monitoring and resource development.

EXAMPLES OF DUTIES:

Provides technical assistance in resource development and coalition building to Title III projects and to all organizations in the planning and service area who serve or who desire to serve the elderly.

Monitors and assesses funded programs and projects and provides technical assistance to same in meeting their outlined objectives.

Maintains close liaison with community leaders and advises the Area Agency Director and planning staff of identified community needs.

Assists Area Agency Director and planning staff in Area Plan development.

Disseminates information to elected officials, local governments, community businesses, media representatives, the general public, etc., regarding the needs of the elderly in the planning and service area.

May supervise other area agency staff.

KNOWLEDGE AND SKILLS:

Grant writing, personal computer, effective communication and community organization skills.

Public speaking and leadership skills.

EDUCATION AND EXPERIENCE:

A master's degree from an accredited college or university with a major course work in any of the following fields: social work, public health, planning, adult education, human relations, gerontology or related field. One (1) year of responsible full-time, paid employment in any of the above-listed fields;

OR

An equivalent combination of education and experience substituting one (1) year of experience for one (1) year of the required education with a maximum substitution of two (2) years.

TITLE: AGING SPECIALIST III (cont'd)

SPECIAL REQUIREMENTS:

Must possess ability and willingness to perform job related travel.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: ASSISTANT PROJECT DIRECTOR (NUTRITION PROGRAM)

DEFINITION: Under general supervision of the Project Director, assists in the overall administration of the project.

EXAMPLES OF DUTIES:

Assists with the general administration of the project.

Assists with the supervision and training of staff and volunteers.

Assists with the evaluation and monitoring of the program components.

Assists with the coordination of activities with other programs that serve the elderly.

Assists in providing leadership and advocacy for older persons in the service area.

Assists with the compilation of program and fiscal reports as required by the State Agency and the Area Agency on Aging.

Assists in developing the grant application for program funding.

Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

Skill in program planning, budget control, public relations, personnel management, and community organization.

Ability to work with the elderly and effective communication skills.

Knowledge of Federal, State and local laws/regulations affecting the Nutrition Program.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university in any of the following fields: social work, nutrition, food service management, public administration, planning, or a related field;

OR

An equivalent combination of education and experience, substituting one (1) year of experience in a social services setting for one (1) year of education with a maximum substitution of two(2) years.

TITLE: ASSISTANT PROJECT DIRECTOR (NUTRITION PROGRAM) (cont'd)

SPECIAL REQUIREMENTS:

Must be intake/screener certified to administer the Uniform Comprehensive Assessment Tool (UCAT).

Must possess ability and willingness to perform job related travel.

Must maintain participant confidentiality.

Must be bondable.

DHS Issued 5/1996

TITLE: BOOKKEEPER I (AREA AGENCY ON AGING)

DEFINITION: Under immediate supervision, performs bookkeeping tasks and other related duties as assigned.

EXAMPLES OF DUTIES:

Assists in maintaining the accounts, records, and journals in accordance with a prescribed standardized bookkeeping system.

Assists in preparing financial statements and reports, within the framework of the requirements of the State Agency, on the operations of the Area Agency.

Assists in analyzing and balancing bookkeeping records of the Area Agency and funded projects. Assists in providing training and technical assistance to project bookkeepers.

Assists in the preparation of payrolls, payroll checks, and voucher checks.

KNOWLEDGE AND SKILLS:

Knowledge of bookkeeping theory and practice; of elementary auditing principles and methods; of office procedures and methods; of standardized records and reports; of arithmetical computation; and of analytical and evaluation procedures.

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent, supplemented by a successfully completed course in accounting or bookkeeping and at least one (1) year, within the last ten (10) years, of successful full-time paid employment in responsible accounting or bookkeeping work;

OR

Substituting one (1) successfully completed year of education in a recognized college or university for the one (1) year of experience. Such college work must include or be supplemented by two (2) full semesters of bookkeeping or accounting;

OR

Substituting one (1) successfully completed year in bookkeeping and accounting in a business college for the one (1) year of the required experience.

SPECIAL REQUIREMENTS:

Must be bondable and maintain confidentiality.

TITLE: BOOKKEEPER I (AREA AGENCY ON AGING) (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

Must be willing and able to perform job related travel.

DHS Issued 1991

TITLE: BOOKKEEPER II (AREA AGENCY ON AGING)

DEFINITION: Under immediate to general supervision, performs moderately complex bookkeeping tasks and other related duties as assigned.

EXAMPLES OF DUTIES:

Maintain accounts, records, and journals in accordance with a prescribed standardized bookkeeping system.

Prepares periodic and special financial statements and reports, within the framework of the requirements of the State Agency, on the operations of the Area Agency.

Analyzes and balances bookkeeping records of the Area Agency and funded projects, provides training and technical assistance to project bookkeepers.

Prepares and/or may supervise the preparation of payrolls, payroll checks, and voucher checks.

KNOWLEDGE AND SKILLS:

Considerable knowledge of bookkeeping theory and practice; of elementary auditing principles and methods; of office procedures and methods; of standardized records and reports, of arithmetical computation; and of analytical and evaluation procedures.

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent, supplemented by a successfully completed course in accounting or bookkeeping, and at least two (2) years, within the last ten (10) years, of successful full-time paid employment in responsible accounting or bookkeeping work;

OR

Substituting one (1) successful completed year of education in a recognized college or university for one (1) year of experience with a maximum substitution of two (2) years. Such college work must include or be supplemented by two (2) full semesters of bookkeeping or accounting;

OR

substituting one (1) successfully completed year in bookkeeping and accounting in a business college for one (1) year of the required experience, with maximum substitution of one (1) year.

SPECIAL REQUIREMENTS:

Must be bondable and maintain confidentiality.

TITLE: BOOKKEEPER II (AREA AGENCY ON AGING) (cont'd)

SPECIAL REQUIREMENTS:

Must be willing and able to perform job related travel.

DHS Issued 1991

TITLE: BOOKKEEPER/SECRETARY (AAA)

DEFINITION: Under supervision, performs secretarial and bookkeeping work for the area agency on aging.

EXAMPLES OF DUTIES:

Records and documents expenditures. Maintains records and disbursement journals and other fiscal records as required.

Prepares analyses of expenditures, prepares monthly reports of operation, and other financial statistical reports.

Performs routine secretarial duties.

Prepares payroll, computes all applicable taxes and withholdings, maintains all payroll records.

Attends appropriate project staff meetings and records minutes.

Performs other related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of bookkeeping procedures and modern office methods and procedures.

Knowledge of bookkeeping terminology and of business arithmetic.

Skill in use of calculating machines, computers, typewriters, and other office equipment.

Skill in checking numbers accurately, and in applying basic bookkeeping and secretarial concepts to routine transactions.

EDUCATION AND EXPERIENCE:

High School Diploma or GED equivalent; at least six hours of college or vocational training in bookkeeping or accounting; one (1) year of secretarial experience and one (1) year of bookkeeping experience;

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must be bondable.

TITLE: BOOKKEEPER/SECRETARY (AAA) (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

Must maintain confidentiality of tasks and records.

DHS Issued 1991

TITLE: BOOKKEEPER/SECRETARY (Title III Project)

DEFINITION: Under immediate supervision of the Project Director, performs secretarial and bookkeeping work for the project.

EXAMPLES OF DUTIES:

Records and documents expenditures. Maintains records and disbursement journals and other fiscal records as required.

Prepares monthly reports of operation, and other financial statistical reports.

Performs routine secretarial duties.

Prepares payroll, computes all applicable taxes and withholdings, maintains all payroll records.

Attends appropriate project staff meetings and records minutes.

Performs other related work as required and assigned.

KNOWLEDGE AND SKILLS:

Some knowledge of bookkeeping procedures and modern office methods and procedures.

Some knowledge of bookkeeping terminology and of business arithmetic.

Skill in use of calculating machines, computers, typewriters, and other office equipment.

Skill in checking numbers accurately, and in applying basic bookkeeping and secretarial concepts to routine transactions. Skill in following written and oral instructions.

EDUCATION AND EXPERIENCE:

High School Diploma, or GED supplemented by at least one (1) year of full-time employment in the field of bookkeeping. Secretarial experience and bookkeeping course work preferred;

OR

An equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Must be bondable

Must maintain confidentiality of tasks and records.

TITLE: BOOKKEEPER/SECRETARY (Title III Project) (cont'd)

DHS Issued 1991

TITLE: CASE MANAGER

DEFINITION: Under general supervision, is responsible for helping older persons access services by assessing their needs, developing a care plan, arranging services and monitoring the provision of services to the participant.

EXAMPLES OF DUTIES:

Conducts home visits with project clients (often in inaccessible homes).

Assesses client needs and capabilities with the Uniform Comprehensive Assessment Tool (UCAT).

Develops a client centered care plan.

Functions as a broker to arrange services.

Monitors and evaluates the quality, level and outcome of services on a regular basis.

Monitors client status and adjusts care plan after consultation with appropriate professionals.

Develops and maintains a current directory of resources.

Identifies and coordinates volunteers and family members to assist clients.

Recruits, trains and coordinates volunteers and family members to assist clients.

Negotiates the care plan with clients and communicates needs to service providers.

Attends and participates in community agency meetings and forums to advocate for or represent the needs of older persons.

Maintains required documentation and submits reports as required.

Initiates problem solving activities to address complex or multiproblem client situations.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of the aging process and the needs of older persons; knowledge of the variety of services available for older persons; knowledge of problem solving techniques or basic case management. Good interpersonal skills and communication skills; negotiation and coordination skills; observation skills; skills in organizing and presenting facts in a clear and concise manner; and Personal Computer skills.

TITLE: CASE MANAGER (cont'd)

EDUCATION AND EXPERIENCE:

Completion of curriculum requirements for a baccalaureate degree in social work, health, gerontology, general social sciences or related field and two (2) years of professional experience in social, health or aging services or related occupation that involves meeting the public;

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must maintain client confidentiality. Must be willing and able to travel. Must be assessor certified to administer the Uniform Comprehensive Assessment Tool (UCAT).

DHS Issued 5/1996

TITLE: CHORE WORKER

DEFINITION: Under immediate supervision performs heavy housecleaning and/or yard work.

EXAMPLES OF DUTIES:

Performs heavy housecleaning duties such as washing windows, scrubbing floors, etc.

Performs yard work, such as weeding, mowing, raking leaves, trimming hedges.

Documents services provided to client.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Must have good communication skills and the ability to perform heavy housework and yard work.

EDUCATION AND EXPERIENCE:

One year recent janitorial or lawn care experience, or the equivalent.

SPECIAL REQUIREMENTS:

Must be willing and able to travel to client's homes.

Must be able to perform job duties in inaccessible homes.

Must be familiar with good techniques of lifting and able to lift or otherwise move 25lb. Objects.

Must safeguard client's property and confidentiality.

TITLE: CLERK-TYPIST I

DEFINITION: Under immediate supervision, performs elementary and routine clerical tasks.

EXAMPLES AND DUTIES:

Types forms, letters, reports and other material from rough draft, dictating equipment, or detailed instructions.

Sorts and routes incoming mail; folds letters, bills, bulletins, and other material for mailing; and addresses envelopes.

Operates office equipment such as photocopiers, 10 key adding machines, typewriters, and personal computers.

Maintains, sorts and files correspondence; checks vouchers, index cards, forms, and other material numerically, alphabetically, or by pre-determined classification.

Answers telephone and/or acts as office receptionist; routes visitors and calls; secures and gives out routine information not requiring interpretation of laws, ordinances, or departmental policies.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of spelling, punctuation and grammar; of basic arithmetic; standard business letter form; and of filing methods.

Skill in typing accurately at the rate of forty (40) words per minute; in performing clerical tasks with a moderate degree of speed and accuracy; in answering telephones properly; in dealing tactfully with the public; and in operating available office equipment.

EDUCATION AND EXPERIENCE:

High school diploma or GED;

OR

An equivalent combination of education and experience substituting one (1) year of clerical experience for one (1) year of high school course work with a maximum substitution of two (2) years.

SPECIAL REQUIREMENTS:

None

TITLE: CLERK-TYPIST I (cont'd)

DHS Issued 1991

TITLE: CLERK-TYPIST II

DEFINITION: Under immediate supervision, performs elementary and routine clerical tasks.

EXAMPLES OF DUTIES:

Types forms, letters, reports and other material from rough draft, dictating equipment, or detailed instructions.

Sorts and routes incoming mail; folds letters, bills, bulletins, and other material for mailing; and addresses envelopes.

Operates office equipment such as photocopiers, 10 key adding machines, typewriters, and personal computers.

Maintains, sorts and files correspondence; checks vouchers, index cards, form, and other material numerically, alphabetically, or by pre-determined classification.

Answers telephone and/or acts as office receptionist; routes visitors and calls; secures and gives out routine information not requiring interpretation of laws, ordinances, or departmental policies.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of spelling, punctuation and grammar; of basic arithmetic; standard business letter forms; and of filing methods.

Skill in typing accurately at the rate of forty-five (45) words per minute; in performing clerical tasks with a moderate degree of speed and accuracy; in answering telephones properly; in dealing tactfully with the public; and in operating available office equipment.

EDUCATION AND EXPERIENCE:

High school diploma or GED (at least two (2) typing courses preferred);

OR

An equivalent combination of education and experience substituting one (1) year of clerical experience for one (1) year of high school course work with a maximum substitution of two (2) years.

SPECIAL REQUIREMENTS:

None

TITLE: CLERK TYPIST II (cont'd)

DHS Issued 1991

TITLE: COOK

DEFINITION: Under direct supervision, coordinates activities of workers engaged in preparing, cooking, and serving food in a nutrition program for the elderly.

EXAMPLES:

Prepares and/or oversees the preparation of daily meals, according to the menu schedule.

Supervises other staff and volunteers engaged in food preparation.

Assures that meals are served in such a manner as to insure their proper temperature, quantity, appearance, flavor and quality.

Ensures proper sanitation and safety procedures are followed and that work area are kept clean.

Maintains required records.

Estimates daily or weekly food supplies and assists with ordering same.

Checks all incoming raw foods and supplies to ensure their suitability, quantity, and freshness.

Provides training and attends staff meetings.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of preparation methods for maximizing nutritional values.

Knowledge of purchasing principles, portion-control, work simplification, and special duties.

Good communication skills.

Ability to work independently within established guidelines and procedures.

EDUCATION AND EXPERIENCE:

High school diploma or GED. Desired experience of at least one (1) year in the preparation of meals for groups over twenty-five (25) in number.

SPECIAL REQUIREMENTS:

Must be able to lift or otherwise move 50 lb. Objects. Must meet local Health Requirements for Food Handlers. Appropriate Food Manage Certification desired.

TITLE: COOK (cont'd)

DHS Issued 1991

TITLE: COOK AIDE

DEFINITION: Under direct supervision of the Cook, assists in the preparation, cooking and serving of foods in a nutrition program for the elderly. Maintains high standards of sanitation in food handling and in all work areas. Relieves the cook on specific shifts, or, when the cook is absent from work for any reason.

EXAMPLES OF DUTIES:

Assists in preparing and cooking all foods.

Assists Cook in serving standardized portions during the meal.

Keeps working areas and equipment clean and sanitary.

Assists in the care and maintenance of equipment. Attends staff meetings and training sessions. Performs other related tasks as assigned by Supervisor.

KNOWLEDGE AND SKILLS:

Ability to follow instructions. Ability to work within established guidelines and procedures. Ability to establish and maintain effective working relationships with co-workers, volunteers, and nutrition program participants.

Knowledge of Health Regulations for food handlers.

EDUCATION AND EXPERIENCE:

Preferred High school diploma, or GED. Cooking experience for groups preferable.

SPECIAL REQUIREMENTS:

Must be able to lift or otherwise move 50 lb. Objects.

Must meet local Health Requirements for Food Handlers.

TITLE: CUSTODIAN

DEFINITION: Under direct supervision, keeps facility clean and sanitary.

EXAMPLES OF DUTIES:

Does general cleaning about the site.

Empties and cleans ash trays in designated smoking areas.

Vacuums rugs, and/or mops dining room floor.

Cleans and mops the bathrooms.

Carries out trash.

Provides routine maintenance.

Performs other duties assigned.

KNOWLEDGE AND SKILLS:

General maintenance knowledge.

Skill in following directions.

EDUCATION AND EXPERIENCE:

High school diploma, or GED preferred. Custodial experience desirable.

SPECIAL REQUIREMENTS:

Must maintain participant confidentiality.

TITLE: DIETITIAN

DEFINITION: Under general direction, provides technical assistance and training to Nutrition Project staff, food service personnel, volunteers and nutrition project participants within the project area.

EXAMPLES OF DUTIES:

Plans master menus, giving first priority to commodity inventory.

Provides an alternate selection of menu substitutions for diabetics and other special diets.

Evaluates food service system of each site and recommends plans for improvement.

Develops yearly in-service training plan for project personnel and volunteers concerning safety, sanitation, food handling, meal preparation and other related areas.

Plans Nutrition Education programs for participants at each site based on a yearly plan (must include information for homebound participants).

Plans preventive maintenance for kitchen equipment.

Develops procedures for food cost control, quality food production and service standards, equipment safety, waste control and sanitation.

Attends staff and other meetings as appropriate.

Maintains appropriate records and submits reports as required.

KNOWLEDGE AND SKILLS:

Knowledge of nutrition and its relationship to good health; of institutional administration; of current trends in nutrition research; of community resources available to the Nutrition Program; and of group organization and leadership.

Skill in establishing effective working relationships with both professional and lay people; in presenting and preparing educational materials; and in developing in-service education for staff and volunteers.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university, and registration as a professional dietitian with the Commission on Dietetic Registration, American Dietetic Association. One year experience in a social services, health, or institutional food service setting subsequent to registration as a professional dietitian.

TITLE: DIETITIAN (cont'd)

SPECIAL REQUIREMENTS:

Must be willing and able to perform job-related travel.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: DIRECTOR I (AREA AGENCY ON AGING)

DEFINITION: Under the general direction of the Executive Director and the Board of Directors or other comparable body of the sponsoring agency, the Director plans, coordinates, administers, and evaluates activities involving the development and implementation of comprehensive area planning for all older persons throughout a planning and service area.

EXAMPLES OF DUTIES:

Provides leadership and advocacy on behalf of all older persons within the planning and service area for which the Area Agency is responsible.

Supervises, coordinates, evaluates and monitors all other Area Agency staff and activities.

Assumes full responsibility for all functions of the Area Agency on Aging within the guidelines and regulations of the Older Americans Act and the State Agency.

Establishes measurable program objectives and priorities for implementation of the Area Plan, in keeping with the objectives established by the State Agency.

Establishes and maintains an Area Agency Advisory Council on Aging.

Gathers, maintains and disseminates pertinent information on the elderly in the planning and service area.

Coordinates the activities of the Area Agency with other agencies involved in delivery of services for the elderly and pools available but untapped resources of public and private agencies in order to strengthen or initiate new services for older persons.

Maintains liaison with the Special Unit on Aging of the Department of Human Services.

Serves as a consultant to community organizations and agencies on issues related to the needs of older persons and on program/resource development.

Promotes good public relations through public presentations and through effective relationships with mass media personnel.

Performs or supervises administrative functions necessary for the agency's operation, such as record keeping and budgeting.

Conducts periodic public hearings concerning the needs of the elderly.

Provides training and technical assistance to Title III project staff under the Area Plan on a regular basis.

TITLE: DIRECTOR I (AREA AGENCY ON AGING) (cont'd)

EXAMPLES OF DUTIES: (cont'd)

Negotiates grants and contracts for various programs for the elderly.

SKILLS AND KNOWLEDGE:

Considerable knowledge of modern methods and principles of planning for older citizens; of the basic principles of administration; of community services and organizations concerned with older citizens and their interrelationships; and of the demographic, environmental, social and economic characteristics of the State.

Ability to enlist the support of diverse groups within local communities and to mobilize latent community support, including cooperation of the mass media, professional groups and industrial development commissions; ability to plan, organize and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; ability to supervise and train professional and non-professional workers; ability to summarize factual data succinctly and to present it so that it is clearly understood by State and community leaders; ability to prepare reports; ability to use sound judgment in evaluating administrative problems, situations, and in making effective recommendations.

EDUCATION AND EXPERIENCE:

A Master's Degree from an accredited college or university with major course work in any of the following fields: public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field.

One (1) year of responsible full-time paid employment in a public agency, hospital, community agency or other closely related area of social services which must have included supervisory or administrative responsibilities. Experience working in the aging field preferred;

OR

An equivalent combination of education and experience substituting one (1) year of qualifying experience for each year of required education with a maximum substitution of two (2) years. No substitution for the one year of supervisory or administrative experience.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain office and participant confidentiality.

Must be bondable.

DHS Issued 1991

TITLE: DIRECTOR II (AREA AGENCY ON AGING)

DEFINITION: Under the general direction of the Executive Director and the Board of Directors or other comparable body of the sponsoring agency, the Director plans, coordinates, administers, and evaluates activities involving the development and implementation of comprehensive area planning for all older persons throughout a planning and service area.

EXAMPLES OF DUTIES:

Provides leadership and advocacy on behalf of all older persons within the planning and service area for which the Area Agency is responsible.

Supervises, coordinates, evaluates and monitors all other Area Agency staff and activities.

Assumes full responsibility for all functions of the Area Agency on Aging within the guidelines and regulations of the Older Americans Act and the State Agency.

Establishes measurable program objectives and priorities for implementation of the Area Plan, in keeping with the objectives established by the State Agency.

Establishes and maintains an Area Agency Advisory Council on Aging.

Gathers, maintains and disseminates pertinent information on the elderly in the planning and service area.

Coordinates the activities of the Area Agency with other agencies involved in delivery of services for the elderly and pools available but untapped resources of public and private agencies in order to strengthen or initiate new services for older persons.

Maintains liaison with the Special Unit on Aging of the Department of Human Services.

Serves as a consultant to community organizations and agencies on issues related to the needs of older persons and on program/resource development.

Promotes good public relations through public presentations and through effective relationships with mass media personnel.

Performs or supervises administrative functions necessary for the agency's operation, such as record keeping and budgeting.

Conducts periodic public hearings concerning the needs of the elderly.

Provides training and technical assistance to Title III project staff under the Area Plan on a regular basis.

Negotiates grants and contracts for various programs for the elderly.

TITLE: DIRECTOR II (AREA AGENCY ON AGING) (cont'd)

SKILLS AND KNOWLEDGE:

Considerable knowledge of modern methods and principles of planning for older citizens; of the basic principles of administration; of community services and organizations concerned with older citizens and their interrelationships; and of the demographic, environmental, social and economic characteristics of the State.

Ability to enlist the support of diverse groups within local communities and to mobilize latent community support, including cooperation of the mass media, professional groups and industrial development commissions; ability to plan, organize and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; ability to supervise and train professional and non-professional workers; ability to summarize factual data succinctly and to present it so that it is clearly understood by State and community leaders; ability to prepare reports; ability to use sound judgment in evaluating administrative problems, situations, and in making effective recommendations.

EDUCATION AND EXPERIENCE:

A Master's Degree from an accredited college or university with major course work in any of the following fields: public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. Two (2) years of responsible full-time paid employment in a public agency, hospital, community agency or other closely related area of social services with a minimum of one (1) year in a supervisory or administrative capacity and one (1) year of experience working in the aging field;

OR

An equivalent combination of education and experience substituting one (1) year of qualifying experience for each year of required education with a maximum substitution of two (2) years. No substitution for the one year of administrative experience or the one year of working in the aging field.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain office and participant confidentiality.

Must be bondable.

TITLE: DIRECTOR III (AREA AGENCY ON AGING)

DEFINITION:

Under the general direction of the Executive Director and Board of Directors or other comparable body of the sponsoring agency, the Director plans, coordinates, administers, and evaluates activities involving the development and implementation of comprehensive area planning for all older persons throughout a planning and service area.

EXAMPLES OF DUTIES:

Provides leadership and advocacy on behalf of all older persons within the planning and service area for which the Area Agency is responsible.

Supervises, coordinates, evaluates and monitors all other Area Agency staff and activities.

Assumes full responsibility for all functions of the Area Agency on Aging within the guidelines and regulations of the older Americans Act and the State Agency.

Establishes measurable program objectives and priorities for implementation of the Area Plan, in keeping with the objectives established by the State Agency.

Establishes and maintains an Area Agency Advisory Council on Aging.

Gathers, maintains and disseminates pertinent information on the elderly in the planning and service area.

Coordinates the activities of the Area Agency with other agencies involved in delivery of services for the elderly and pools available but untapped resources of public and private agencies in order to strengthen or initiate new services for older persons.

Maintains liaison with the Special Unit on Aging of the Department of Human Services.

Serves as a consultant to community organizations and agencies on issues related to the needs of older persons and on program/resource development.

Promotes good public relations through public presentations and through effective relationships with mass media personnel.

Performs or supervises administrative functions necessary for the agency's operation, such as record keeping and budgeting.

Conducts periodic public hearings concerning the needs of the elderly.

Provides training and technical assistance to Title III project staff under the Area Plan on a regular basis.

TITLE: DIRECTOR III (AREA AGENCY ON AGING) (cont'd)

EXAMPLES OF DUTIES: (cont'd)

Negotiates grants and contracts for various programs for the elderly.

SKILLS AND KNOWLEDGE:

Considerable knowledge of modern methods and principles of planning for older citizens; of the basic principles of administration; of community services and organizations concerned with older citizens and their interrelationships; and of the demographic, environmental, social and economic characteristics of the State.

Ability to enlist the support of diverse groups within local communities and to mobilize latent community support, including cooperation of the mass media, professional groups and industrial development commissions; ability to plan, organize and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; ability to supervise and train professional and non-professional workers; ability to summarize factual data succinctly and to present it so that is clearly understood by State and community leaders; ability to prepare reports; ability to use sound judgment in evaluating administrative problems, situations, and in making effective recommendations.

EDUCATION AND EXPERIENCE:

A Master's Degree from an accredited college or university with major course work in any of the following fields: public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field.

Three (3) years of responsible full-time paid employment in a public agency, hospital, community agency or other closely related area of social services with a minimum of one (1) year in a supervisory or administrative capacity and one (1) year of experience working in the aging field;

OR

An equivalent combination of education and experience substituting one (1) year of qualifying experience for each year of required education with a maximum substitution of two (2) years. No substitution for the one year of administrative experience or the one (1) year of working in the aging field.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain office and participant confidentiality.

Must be bondable.

TITLE: DIRECTOR III (AGING AGENCY ON AGING) (cont'd)

DHS Issued 1991

TITLE: FOOD CARRIER (TITLE III PROJECT)

DEFINITION: Under general supervision, transports food to nutrition sites in a safe and sanitary manner.

EXAMPLES OF DUTIES:

Prepares vehicle for transport.

Transports food and supplies on a timely schedule to assigned sites.

Unloads food at sites with assistance from volunteers and staff.

Returns carriers, pans, and paperwork to kitchen.

Cleans and sanitizes caddies and ice chests.

Assists kitchen staff when necessary.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Ability to work independently within established guidelines and procedures.

EDUCATION AND EXPERIENCE:

High school diploma or GED preferred.

Delivery experience desirable.

SPECIAL REQUIREMENTS:

Must have valid drivers license and meet local Health Department requirements for Food Handlers.

Must be able to lift or otherwise move 50 lb. Objects.

TITLE: HOUSEKEEPER

DEFINITION: Under immediate supervision performs housekeeping duties and essential errands.

EXAMPLES OF DUTIES:

Performs routine housekeeping duties, including housecleaning and laundry.

Prepares meals.

Performs essential shopping and errands.

Documents services provided to clients.

Performs related work as required or assigned.

KNOWLEDGE AND SKILLS:

Must have good communication skills.

Must have cooking and housekeeping skills.

EDUCATION AND EXPERIENCE:

One year recent experience as a housekeeper, or the equivalent.

SPECIAL REQUIREMENTS:

Must be willing and able to travel to client's homes.

Must be able to perform job duties in inaccessible homes.

Must be familiar with good techniques of lifting and able to lift or otherwise move 25 lb. Objects.

Must safeguard client's property and confidentiality.

TITLE: INFORMATION AND ASSISTANCE SPECIALIST

DEFINITION: Under general supervision, provides information and referral services for older persons in the planning and service area.

EXAMPLES OF DUTIES:

Obtains data, answers the telephone and responds to requests for information.

Screens clients' needs and makes appropriate service referrals using the Uniform Comprehensive Assessment Tool (UCAT), as appropriate.

Collects, maintains and updates resource materials and files.

Maintains contact with public, including resource agencies and aging programs.

Develops handouts and/or brochures.

Compiles and submits reports.

Provides literature to community groups and aging programs.

Coordinates with news media to publicize the I&R service.

Provides informational presentations to groups.

Works with volunteers.

Informs Area Agency on Aging staff of gaps in services.

Performs other duties and assumes other responsibilities as directed.

KNOWLEDGE AND SKILLS:

Knowledge of needs of older persons and the aging network is preferred.

Good interpersonal and communication skills; and

Skill in establishing and maintaining effective working relationships with private, civic, and church groups; and in organizing and presenting facts in a clear and concise manner.

EDUCATION AND EXPERIENCE:

High school diploma or GED and one (1) year experience in a related field. (Additional education may be substituted for the one (1) year of experience).

TITLE: INFORMATION AND ASSISTANCE SPECIALIST (cont'd)

SPECIAL REQUIREMENTS:

Must be intake/screener certified to administer the Uniform Comprehensive Assessment Tool (UCAT).

Must maintain client confidentiality;

Must be willing and able to perform job related travel.

DHS Issued 5/1996

TITLE: INFORMATION AND ASSISTANCE SUPERVISOR

DEFINITION: Under supervision of the Executive Director, the I & A Supervisor provides information and assistance services for older persons in Canadian, Cleveland, Logan, and Oklahoma counties.

EXAMPLES OF DUTIES:

Obtains data, answers telephones and responds to requests for information and assistance. Information is to be recorded on the Uniform Comprehensive Assessment Tool (UCAT) per State Agency (SUOA) instructions.

Determines consumer need for appropriate referrals.

Collects and maintains resource data on the available system and maintains appropriate files.

Maintains contact with public, including resource agencies and aging programs.

Disseminates pertinent and timely information to AAA staff. Compiles and submits required reports in a timely fashion.

Develops brochures for the I & A service. Oversees the dissemination and maintenance of literature to access (satellite) centers and focal points.

Coordinates timely publishing of the consumer resource directory.

Coordinates with the news media to publicize services. Establishes and maintains working relationships with all print and electronic media. Submits press releases on function and events relative to seniors.

Trains, recruits, recognizes and utilizes volunteers.

Supervise I & A staff. Oversees office and satellite center operations.

Performs other duties as directed.

KNOWLEDGE AND SKILLS:

Knowledge of needs of older persons and the aging network in the planning and service area. Interpersonal and communication (including telephone) skills.

Skill in establishing and maintaining effective working relationships with private, civic, and church groups; and in organizing and presenting facts in a clear and concise manner, both orally and in writing.

Ability to type and manipulate specified computer software.

TITLE: INFORMATION AND ASSISTANCE SUPERVISOR (cont'd)

EDUCATION AND EXPERIENCE:

BA degree or two (2) years of college and at least two (2) years experience in a related field.

SPECIAL REQUIREMENTS:

Must be UCAT intake/screener certified.

DHS Issued 5/1996

TITLE: LEGAL ADVOCACY WORKER I (Paralegal I)

DEFINITION: Under the supervision of an attorney, performs legal counseling, education, representation and other legal work as permitted.

EXAMPLES OF DUTIES:

Acquires knowledge of relevant substantive law.

Performs legal research, investigates and prepares reports of happenings physical evidence and interviews of witnesses.

Interviews clients and applicants for services.

Participates in community education programs as directed.

Becomes knowledgeable of the services of local, state, private and public assistance agencies.

Provides representation before administrative bodies as allowed by law, e.g., Social Security Administration, Veterans Administration.

Attends all training and meetings that involve paralegal job responsibilities or expertise.

Works in conjunction with other staff members to cross train and to share information where applicable.

Establishes and maintains relationships with local community groups including the organization, coordination and conduct of project advisory council meetings as required.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of rules and procedures impacting practice before the courts, administrative agencies and legislative bodies.

Knowledge of law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship and health law.

Skill in interviewing and counseling.

Skill in legal research and writing.

Skill in working with attorney and non-attorney colleagues, elderly clients, witnesses and the public.

TITLE: LEGAL ADVOCACY WORKER I (Paralegal I) (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Skill in legal research and writing.

Skill in working with attorney and non-attorney colleagues, elderly clients, witnesses and the public.

Skill in acting as an advocate before administrative agencies and legislative bodies representing elderly clients where allowed by law.

Skill in developing and representing an effective community legal education program.

EDUCATION AND EXPERIENCE:

High school diploma or GED. Formalized legal training, college course work, or community-based experience helpful.

SPECIAL REQUIREMENTS:

Must have ability and willingness to perform job-related travel.

Must maintain client confidentiality and other applicable standards of professional conduct under practice of law.

DHS Issued 1991

TITLE: LEGAL ADVOCACY WORKER II (Paralegal II)

DEFINITION: Under the supervision of an attorney, performs legal counseling, education, representation and other legal work as permitted.

EXAMPLES OF DUTIES:

Acquires knowledge of relevant substantive law.

Performs legal research, investigates and prepares reports of happenings including physical evidence and interviews of witnesses.

Becomes knowledgeable of the service of local, state, private and public assistance agencies.

Interviews clients and applicants for services.

Participates in community education programs as directed.

Provides representation before administrative bodies as allowed by law, e.g., Social Security Administration, Veterans Administration.

Attends all training and meetings that involve paralegal job responsibilities or expertise.

Works in conjunction with other staff members to cross train and to share information where applicable.

Establishes and maintains relationships with local community groups including the organization, coordination and conduct of project advisory council meetings as required.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of rules and procedures impacting practice before the courts, administrative agencies and legislative bodies.

Knowledge of law affecting the elderly including, but not limited to public benefits law, consumer law, estate, guardianship and health law.

Skill in interviewing and counseling.

Skill in legal research and writing.

Skill in working with attorney and non-attorney colleagues, elderly clients, witnesses and public.

Skill in acting as an advocate before administrative agencies and legislative bodies representing clients where allowed by law.

TITLE: LEGAL ADVOCACY WORKER II (Paralegal II) (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Skill in interviewing and counseling.

Skill in legal research and writing.

Skill in working with attorney and non-attorney colleagues, elderly clients, witnesses and the public.

Skill in acting as an advocate before administrative agencies and legislative bodies representing clients where allowed by law.

Skill in developing and presenting an effective community legal education program.

EDUCATION AND EXPERIENCE:

High school diploma or GED. Formalized legal training or college course work preferred. Two (2) years of related legal services experience including administrative hearings/appeals.

SPECIAL REQUIREMENTS:

Must have ability and willingness to perform job related travel.

Must maintain client confidentiality and other applicable standards of professional conduct under practice of law.

DHS Issued 1991

TITLE: LICENSED PRACTICAL NURSE

DEFINITION: Under direct supervision of a registered nurse, performs a variety of routine preventative nursing and related health care tasks to an assigned group of clients in the home and/or clinic setting.

EXAMPLES OF DUTIES:

Assists with coordination of health checks at nutrition sites.

Take vital signs and screens for normal limits and critical limits.

Does patient teaching/counseling regarding blood pressure, diet, exercise, etc. Refers to physician when appropriate.

Keeps accurate patient records, recording observations and treatments completely, concisely and legibly.

Maintains appropriate infection control measures at all times.

Provides routine in-home care such as skin care, ostomy care, dressing changes and insertion or removal of urinary catheters, under the supervision of a registered nurse with Doctor's orders.

Administers oral, intramuscular, intradermal, subcutaneous, sub-lingual, vaginal, rectal and topical medications with doctor's orders and under the supervision of a registered nurse.

Observes changes in condition of in-home patients and notifies the registered nurse; documents significant events relative to patient's progress.

Complete assessments and updates and develops a nursing plan of care for in-home clients.

May provide guidance and direction to paraprofessional nursing personnel.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of a variety of practical nursing techniques, procedures, practices, and theory; of medical terminology; and of sanitation and personal hygiene.

Skill in exercising judgment, initiative, tact, self control, and patience; in following detailed oral or written instructions; and in maintaining a sympathetic and harmonious relationship with patients/clients.

EDUCATION AND EXPERIENCE:

Graduation from an approved, licensed practical nurse program and possession of a current

TITLE: LICENSED PRACTICAL NURSE (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

Oklahoma license or a valid, interim work permit to practice as a licensed practical nurse; and one (1) year of nursing experience.

Note: State license must be obtained prior to the expiration of the interim work permit.

SPECIAL REQUIREMENTS:

Must have the ability and willingness to perform job related travel.

Must be supervised by an R.N. on site at least monthly in the home of the client.

Must maintain patient confidentiality.

DHS Issued 1991

TITLE: OMBUDSMAN SUPERVISOR I

DEFINITION: Under the general direction of the Director of an Area Agency on Aging and program supervision/direction of the Office of the State Long-Term Care Ombudsman, provides leadership in development, coordination, and implementation of the Long-Term Care Ombudsman Program. Receives, investigates and resolves complaints made by or on behalf of residents of long-term care facilities.

Develops and manages the Ombudsman Volunteer Program. Carries out program policy and procedure with technical assistance.

EXAMPLES OF DUTIES:

Recruits, screens, trains and supervises ombudsman volunteers, who serve residents of nursing homes and residential care facilities, using guidelines provided by State Ombudsman staff.

Publicizes the services of the Ombudsman Program and issues affecting older residents of long-term care facilities through media releases, public speaking and other means.

Provides information to the public, long-term care facility residents and facility staff, about elder abuse and elder abuse prevention.

Coordinates with and receives direction from State Ombudsman staff in complaint investigation and resolution, identification of priority issues and certification of new ombudsman volunteers.

Maintains confidentiality of information and files pertaining to complaints and complainants according to program policy.

Keeps Area Agency on Aging's Director and state Ombudsman informed of the current situation and needs at the local level, recommends plans for meeting needs, and advises of resource required for their implementation.

Collects, compiles and reports various data to Office of the State Long-Term Care Ombudsman.

Is available to residents of long-term care facilities in the PSA, visiting each facility regularly and working cooperatively with administrators and staff.

KNOWLEDGE AND SKILLS:

Ability or experience as an advocate on behalf of others. Good interpersonal and communication skills; negotiation, mediation, problem-solving and observation skills. Good organizational skills and the ability to present information in a clear and concise manner.

Experience in volunteer (or staff) management and training. Knowledge of services available for older Oklahomans and of issues affecting institutionalized elders; resident/client rights.

TITLE: OMBUDSMAN SUPERVISOR I (cont'd)

EDUCATION AND EXPERIENCE:

High School Diploma or GED and two years of responsible, full-time paid employment in social, health or aging services or related occupation that involves meeting the public.

OR

Any equivalent full-time study in an accredited college or university may be substituted for the required work experience.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain administrative and client confidentiality.

Must be free from conflict of interest.

Must meet other Ombudsman Program screening standards.

Must successfully complete training by State staff.

Must accept program direction and supervision from State staff and strictly adhere to program policies and guidelines.

DHS Issued 1991

TITLE: OMBUDSMAN SUPERVISOR II

DEFINITION: Under the general direction of the Director of an Area Agency on Aging and program supervision/direction of the Office of the State Long-Term Care Ombudsman, provides leadership in development, coordination, and implementation of the Long-Term Care Ombudsman Program. Receives, investigates and resolves complains made by on behalf of residents of long-term care facilities.

Develops and manages the Ombudsman Volunteer Program. May supervise other Ombudsman Program staff.

EXAMPLES OF DUTIES:

Recruits, screens, trains and supervises Ombudsman Volunteers, who serve residents of nursing homes ad residential care facilities, using guidelines provided by State Ombudsman staff.

Publicizes the services of the Ombudsman Program and issues affecting older residents of long-term care facilities through media releases, public speaking and other means.

Provides information to the public, long-term care facility residents and facility staff, about elder abuse prevention.

Coordinates with and receives direction from State Ombudsman staff in complaint investigation and resolution, identification of priority issues and certification of new ombudsman volunteers.

Maintains confidentiality of information and files pertaining to complaints and complainants according to program policy.

Keeps Area Agency on Aging Director and State Ombudsman informed of the current situation and needs at the local level, recommends plans for meeting needs, and advises of resources required for their implementation.

Is available to residents of long-term care facilities in the PSA, visiting each facility regularly and working cooperatively with administrators and staff on behalf of residents.

Serves in a consulting role to community organizations and agencies on issues and needs affecting older long-term care facility residents, techniques of working with these older people, and the solution of special problems.

Collects, compiles and reports various data to the Office of the State Long-Term Care Ombudsman.

KNOWLEDGE AND SKILLS:

Ability or experience as an advocate on behalf of others. Good interpersonal and communication skills; observation skills. Good organization skills and the ability to present information in a clear and concise manner.

TITLE: OMBUDSMAN SUPERVISOR II (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Experience in volunteer or staff management and training. Knowledge of services available for Older Oklahomans and of issues affecting institutionalized elders; of Residents/Client rights.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four (4) year college or university with major course work in social work, health, gerontology, general social sciences or related field.

OR

An equivalent combination of education and experience substituting one (1) year of full-time paid experience in such areas as community organization, public health, social work or related field for each year of the required education with a maximum substitution of two (2) years.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain administrative and client confidentiality.

Must be free from conflict of interest.

Must meet other Ombudsman Program Screening standards.

Must successfully complete training by state staff.

DHS Issued 1991

TITLE: OUTREACH WORKER

DEFINITION: Under general supervision, seeks out and identifies hard-to-reach individuals over sixty (60) years of age, and assists them in gaining access to needed services, especially targeting those who are frail, isolated, low-income, and minority.

EXAMPLES OF DUTIES:

Reaches out to the community, via public speaking, canvassing of low-income areas, and home visits.

Shares information concerning resources, agencies, and programs that are available to senior citizens in their area; and links to appropriate services

Identifies and documents unmet needs and problem areas.

Attends staff meetings.

Recruits volunteers to provide transportation, escort, friendly visits, telephone reassurance, personal assistance, and other services not otherwise available.

May also conduct assessments and reassessments for home delivered meals and referrals to other services using appropriate parts of the Uniform Comprehensive Assessment Tool (UCAT).

Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

Ability to work with the elderly. Ability to work with target population groups of the elderly preferred. Knowledge of, and ability to use public and private community, state, and federal resources. Good interpersonal and communication skills, and ability to work independently within established guidelines and procedures.

EDUCATION AND EXPERIENCE:

High school diploma. Experience or training in human services preferred.

SPECIAL REQUIREMENTS:

Must be intake/screener certified in the administration of the Uniform Comprehensive Assessment Tool (UCAT).

Must maintain client confidentiality.

Must be willing and able to perform job related travel.

TITLE: OUTREACH WORKER (cont'd)

DHS Issued 5/1996

TITLE: PERSONAL CARE AIDE I

DEFINITION: Under immediate supervision of Registered Nurse, delivers personal care to client according to specified schedule.

EXAMPLES OF DUTIES:

Organizes daily schedule of visits. Reports to supervisor daily with pertinent information regarding clients seen, verifies daily schedule and receives specific instructions as indicated.

Provides direct care according to care plan by accomplishing the following:

- Baths (Shower, tub or bedside as indicated on care plan), hair care, oral hygiene, perineal, skin and foot care as indicated.
- Assists with ambulation and transfers.
- Changes bed linens.
- Assists with dressing of client with provisions for comfort and privacy.
- Assists with feedings, and/or prepares meals.
- Performs external foley catheter care.
- Measures Intake and Output.

Implements infection control procedures (i.e. hand washing etc.).

Calls for emergency intervention when appropriate (supervisor, 911, etc.)

Promotes mental alertness through conversation and activity.

Performs other activities as directed on care plan.

Maintains cleanliness in client living area, bathroom and kitchen.

Maintains client safety at all times.

Documents services provided to clients.

Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

Must be able to follow instructions.

TITLE: PERSONAL CARE AIDE I (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Must be able to perform proper lifting techniques.

Must be able to apply knowledge of safety to clients in the home setting.

EDUCATION AND EXPERIENCE:

One year experience in home health care or related field preferred.

SPECIAL REQUIREMENTS:

Must meet Health Department requirements for home health care aide or certified nursing assistant.

May require Nurse Aide or Home Health Aide Certification.

Must be able to perform job related travel.

Must be able to perform job duties in inaccessible client homes.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: PERSONAL CARE AIDE II

DEFINITION: Under immediate supervision of Registered Nurse delivers personal care to client according to specified schedule.

EXAMPLES OF DUTIES:

Organizes daily schedule of visits. Reports to supervisor daily with pertinent information regarding clients seen, verifies daily schedule and receives specific instructions as indicated.

Provides direct care according to care plan:

- Bath (Shower, tub or bedside as indicated on care plan), hair care, oral hygiene, perineal, skin and foot care as indicated.
- Assists with ambulation and transfers.
- Changes bed linens.
- Assists with dressing of client with provisions for comfort and privacy.
- Assists with feeding, and/or prepares meals.
- Performs external foley catheter care.
- Measures Intake and Output.

Implements infection control procedures (i.e. hand washing etc.).

Calls for emergency intervention when appropriate (supervisor, 911, etc.)

Promotes mental alertness through conversation and activity.

Maintains cleanliness in client living area, bathroom, kitchen.

Maintains client safety at all times.

Monitors vital signs (blood pressure, temperature, pulse, respiration) as reflected on care plan.

Performs active and passive range of motion exercises.

Documents services provided to clients.

Performs other activities as directed on care plan.

Applies TED hose and other supportive aids (may require instruction by nurse).

TITLE: PERSONAL CARE AIDE II (cont'd)

EXAMPLES OF DUTIES: (cont'd)

Performs related duties as assigned.

KNOWLEDGE AND SKILLS:

Must be able to follow instructions.

Must be able to apply knowledge of safety to clients in the home setting.

Must be able to perform proper lifting techniques.

EDUCATION AND EXPERIENCE:

A minimum of one year experience as a Personal Care Aide.

SPECIAL REQUIREMENTS:

Must meet Health Department requirements for home health care aide or certified nursing assistants.

May require Nurse Aide or Home Health Aide Certification.

Must be willing and able to perform job related travel.

Must be able to perform job duties in inaccessible client homes.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: PLANNER I

DEFINITION:

Under the general supervision of the Area Agency on Aging director, assists in carrying out the responsibilities and functions of the area agency with particular emphasis on area plan development, project monitoring, and resource development.

EXAMPLES OF DUTIES:

Provides for systematic data collection and analysis of the needs of the elderly in the planning and service area, including the special needs of the low income, low-income minority, and frail/disabled elderly.

Conducts analyses of the service system and identifies gaps in same.

Develops area plan goals and objectives based on results of the above listed activities, as well as on State and Federal program mandates.

Disseminates information to elected officials, local governments, community businesses, media representatives, the general public, etc., regarding the needs of the elderly in the planning and service area.

Monitors and assesses funded programs and projects. May develop and/or revise assessment tools for this purpose.

Coordinates area agency activities with other agencies and organizations involved in the delivery of services to the elderly.

Works to broaden public support of services to the elderly via coalition building and other appropriate activities.

Conducts and/or arranges training for project staff, community agencies/ organizations, volunteers, etc.

KNOWLEDGE AND SKILLS:

Knowledge of needs assessment methodologies; of federal, State and local government regulations affecting Aging Programs; and of community organization principles.

Grant-writing, personal computer, effective communication and organizational skills.

Public speaking, and leadership skills.

EDUCATION AND EXPERIENCE:

A Baccalaureate Degree from an accredited college or university with major course work in any

TITLE: PLANNER I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

of the following fields: planning, social work, adult education, public health, human relations, gerontology or related field. One year of responsible full-time, paid employment in any of the above-listed fields (no substitution of work experience will be allowed for the Baccalaureate Degree);

OR

An equivalent combination of education substitution one (1) year of graduate study for the one (1) year of experience.

SPECIAL REQUIREMENTS:

Must possess ability and willingness to perform job related travel.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: PLANNER II

DEFINITION:

Under the general supervision of the Area Agency on Aging director, assists in carrying out the responsibilities and functions of the area agency with particular emphasis on area plan development, project monitoring, and resource development.

EXAMPLES OF DUTIES:

Provides for systematic data collection and analysis of the needs of the elderly in the planning and service area, including the special needs of the low income, low-income minority, and frail/disabled elderly.

Conducts analyses of the service system and identifies gaps in same.

Develops area plan goals and objectives based on results of the above-listed activities, as well as on State and Federal program mandates.

Disseminates information to elected officials, local governments, community businesses, media representatives, the general public, etc., regarding the needs of the elderly in the planning and service area.

Monitors and assesses funded programs and projects. May develop and/or revise assessment tools for this purpose.

Coordinates area agency activities with other agencies and organizations involved in the delivery of services to the elderly.

Works to broaden public support of services to the elderly via coalition building and other appropriate activities.

Conducts and /or arranges training for project staff, community agencies/organizations, volunteers, etc.

May supervise other area agency staff.

KNOWLEDGE AND SKILLS:

Knowledge of needs assessment methodologies; of Federal, State and local government regulations affecting aging programs; and of community organization principles.

Grant-writing, personal computer, effective communication and organizational skills.

Public speaking, and leadership skills.

TITLE: PLANNER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

A Baccalaureate Degree from an accredited college or university with major course work in any of the following fields: planning, social work, adult education, public health, human relations, gerontology or related field. Two (2) years of responsible full-time, paid employment in any of the above listed fields (no substitution of work experience will be allowed for the Baccalaureate Degree);

OR

or equivalent combination of education substituting one (1) year of graduate study for the one (1) year of experience.

SPECIAL REQUIREMENTS:

Must possess ability and willingness to perform job related travel.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: PLANNER III

DEFINITION: Under the general supervision of the Area Agency on Aging director, assists in carrying out the responsibilities and functions of the area agency with particular emphasis on area plan development, project monitoring, and resource development.

EXAMPLES OF DUTIES:

Provides for systematic data collection and analysis of the needs of the elderly in the planning and service area, including the special needs of the low income, low-income minority, and frail/disabled elderly.

Conducts analyses of the service system and identifies gaps in same.

Develops area plan goals and objectives based on results of the above-listed activities, as well as on State and Federal program mandates.

Disseminates information to elected officials, local governments, community businesses, media representatives, the general public, etc., regarding the needs of the elderly in the planning and service area.

Monitors and assesses funded programs and projects. May develop and/or revise assessment tools for this purpose.

Coordinates area agency activities with other agencies and organizations involved in the delivery of services to the elderly.

Works to broaden public support of services to the elderly via coalition building and other appropriate activities.

Conducts and/or arranges training for project staff, community agencies/organizations, volunteers, etc.

May supervise other area agency staff.

KNOWLEDGE AND SKILLS:

Knowledge of needs assessment methodologies; of Federal, State and local government regulations affecting aging programs; and of community organization principles.

Grant writing, personal computer, effective communication and organizational skills.

Public speaking, supervisory, and leadership skills.

EDUCATION AND EXPERIENCE:

A Masters Degree from an accredited college or university with major course work in any of the

TITLE: PLANNER III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

following fields: planning, social work, adult education, public health, human relations, gerontology or related field. One (1) year of responsible full-time, paid employment in any of the above listed fields (supervisory experience preferred);

OR

Substituting one (1) year of full-time experience in the above fields for each year of required education with a maximum substitution of two (2) years.

SPECIAL REQUIREMENTS:

Must possess ability and willingness to perform job related travel.

Must maintain participant confidentiality.

DHS Issued 1991

TITLE: SENIOR PLANNER III

DEFINITION: Under the general supervision of the Area Agency on Aging Director III, assists in carrying out the responsibilities and functions of the area agency with particular emphasis on area development and project monitoring.

EXAMPLES OF DUTIES:

Supervises, coordinates, evaluates and monitors Area Agency planning staff and activities.

Assumes responsibility for Program (grantee) functions (programmatic, non-financial) of the Area Agency on Aging within the guidelines and regulations of the Older Americans Act and the State Agency.

In coordination with the Area Agency director, assists in development of the Area Plan.

Monitors and assesses funded programs and projects. May develop and/or revise assessment tools for this purpose.

Coordinates area agency activities with other agencies and organizations involved in the delivery of services to the elderly.

Works to broaden public support of services to the elderly via coalition building and other appropriate activities.

Conducts and/or arranges training for project staff, community agencies/organizations, volunteers, etc.

Conducts duties from Planner job description as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of Federal, State and local government regulations affecting aging programs. Working knowledge of appropriate software including, but not limited to word processing, desktop publishing, and AIMS (NAPIS reporting software required by SUOA).

Ability to supervise and train staff, and prepare reports. Good leadership and organizational skills as well as effective communication skills, both written and verbal.

EDUCATION AND EXPERIENCE:

A Master's Degree from an accredited college or university with major course work in any of the following fields: public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. One (1) year of responsible full-time paid employment in a public agency, hospital, community agency or other closely related area of social services with a minimum of one (1) year in a supervisory or administrative capacity in the aging field or with older persons.

TITLE: SENIOR PLANNER III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

OR

Substituting one (1) year of qualifying for each year of required education with a maximum substitution of two (2) years. No substitution for one year administrative or supervisory experience in the field of aging or with older persons.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain office and participant confidentiality.

DHS Issued 1999

TITLE: PROJECT DIRECTOR I (NUTRITION PROGRAM)

DEFINITION: Under the general direction of the Executive Director and Board of Directors or other comparable body of the sponsoring agency/organization, administers the Nutrition Program for the Elderly in the planning and service area or some portion thereof.

EXAMPLES OF DUTIES:

Provides administrative oversight and coordination of all services of the Nutrition Program.

Directly or indirectly supervises all project staff.

Develops grant application for program funding.

Monitors performance of program and initiates problem solving activities to enhance program output and/or quality of service.

Coordinates activities of the Nutrition Program with other programs that serve the elderly.

Develops, interprets, and implements policies and procedures for the Nutrition Program in compliance with Area Agency on Aging and State Agency policies and procedures.

Maintains required records; directs preparation of all program and fiscal reports as appropriate.

Develops, revises and monitors program budget(s) to maximize effective utilization of program resources.

Conducts staff meetings and arranges for in-service training of staff and volunteers.

Assumes responsibility for facilities, equipment, supplies and raw food inventories; authorizes procurement of same.

Provides leadership and advocacy for older persons in the project service area.

Coordinates the targeting of services to older persons in the greatest social or economic need with special emphasis on reaching low-income minority and frail/disabled elderly.

Conducts public presentations related to the Nutrition Program and the needs of the elderly.

Seeks out additional community resources to expand or enhance the Nutrition Program.

Maintains communication and cooperation with the Area Agency on Aging.

KNOWLEDGE AND SKILLS:

Knowledge of modern food service management.

TITLE: PROJECT DIRECTOR I (NUTRITION PROGRAM) (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Knowledge of and ability to access other community, state, and federal resources.

Knowledge of federal, state, and local laws/regulations affecting the Nutrition Program.

Skill in grant-writing; in planning and directing programs; in interpreting and implementing policy and regulations; in communication; in supervision of staff and volunteers; in community organization; in public speaking; in working in the elderly.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university with major course work in any of the following fields: social work, nutrition, food service management, gerontology, public administration, planning or a related field and one (1) year of full time paid employment in any of the above listed areas.

SPECIAL REQUIREMENTS:

Must be intake/screener certified in the administration of the Uniform Comprehensive Assessment Tool (UCAT).

Must possess the ability and willingness to perform job related travel.

Must maintain participant confidentiality.

Must be bondable.

DHS Issued 5/1996

TITLE: PROJECT DIRECTOR II (NUTRITION PROGRAM)

DEFINITION: Under the general direction of the Executive Director and Board of Directors or other comparable body of the sponsoring agency/organization, administers the Nutrition Program for the Elderly in the planning and service area or some portion thereof.

EXAMPLES OF DUTIES:

Provides administrative oversight and coordination of all services of the Nutrition Program.

Directly or indirectly supervises all project staff.

Develops grant application for program funding.

Monitors performance of program and initiates problem solving activities to enhance program output and/or quality of service.

Coordinates activities of the Nutrition Program with other programs that serve the elderly.

Develops, interprets, and implements policies and procedures for the Nutrition Program in compliance with Area Agency on Aging and State Agency policies and procedures.

Maintains required records; directs preparation of all program and fiscal reports as appropriate.

Develops, revises and monitors program budget(s) to maximize effective utilization of program resources.

Conducts staff meetings and arranges for in-service training of staff and volunteers.

Assumes responsibility for facilities, equipment, supplies and raw food inventories; authorizes procurement of same.

Provides leadership and advocacy for older persons in the project service area.

Coordinates the targeting of services to older persons in the greatest social or economic need with special emphasis on reaching low-income minority and frail/disabled elderly.

Conducts public presentations related to the Nutrition Program and the needs of the elderly.

Seeks out additional community resources to expand or enhance the Nutrition Program.

Maintains communication and cooperation with the Area Agency on Aging.

KNOWLEDGE AND SKILLS:

Knowledge of modern food service management.

TITLE: PROJECT DIRECTOR II (NUTRITION PROGRAM) (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Knowledge of and ability to access other community, state, and federal resources.

Knowledge of federal, state, and local laws/regulations affecting the Nutrition Program.

Skill in grant-writing; in planning and directing programs; in interpreting and implementing policy and regulations; in communication; in supervision of staff and volunteers; in community organization; in public speaking; in working with the elderly.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university with major course work in any of the following fields: social work, nutrition, food service management, gerontology, public administration, planning or a related field and two (2) years of full time paid employment in any of the above listed areas.

OR

an equivalent combination of education and experience substituting one (1) year of graduated course work for one (1) year of experience.

SPECIAL REQUIREMENTS:

Must be intake/screener certified to administer the Uniform Comprehensive Assessment Tool (UCAT).

Must possess the ability and willingness to perform job related travel.

Must maintain participant confidentiality.

Must be bondable.

DHS Issued 5/1996

TITLE: PROJECT DIRECTOR III (NUTRITION PROGRAM)

DEFINITION: Under the general direction of the Executive Director and Board of Directors or other comparable body of the sponsoring agency/organization, administers the Nutrition Program for the Elderly in the planning and service area or some portion thereof.

EXAMPLES OF DUTIES:

Provides administrative oversight and coordination of all services of the Nutrition Program.

Directly or indirectly supervises all project staff.

Develops grant application for program funding.

Monitors performance of the Nutrition Program with other programs that serve the elderly.

Develops, interprets, and implements policies and procedures for the Nutrition Program in compliance with Area Agency on Aging and State Agency policies and procedures.

Maintains required records; directs preparation of all program and fiscal reports as appropriate.

Develops, revises and monitors program budget(s) to maximize effective utilization of program resources.

Conducts staff meetings and arranges for in-service training of staff and volunteers.

Assumes responsibility for facilities, equipment, supplies and raw food inventories; authorizes procurement of same.

Provides leadership and advocacy for older persons in the project service area.

Coordinates the targeting of service to older persons in the greatest social or economic need with special emphasis on reaching low-income minority and frail/disabled elderly.

Conducts public presentations related to the Nutrition Program and the needs of the elderly.

Seeks out additional community resources to expand or enhance the Nutrition Program.

Maintains communication and cooperation with the Area Agency on Aging.

KNOWLEDGE AND SKILLS:

Knowledge of modern food service management.

Knowledge of and ability to access other community, state, and federal resources.

Knowledge of federal, state and local laws/regulations affecting the Nutrition Program.

TITLE: PROJECT DIRECTOR III (NUTRITION PROGRAM) (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Skill in grant-writing; in planning and directing programs; in interpreting and implementing policy and regulations; in communication; in supervision of staff and volunteers; in community organization; in public speaking; in working with the elderly.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university with major course work in any of the following fields: social work, nutrition, food service management, gerontology, public administration, planning or a related field and three (3) years of full time paid employment in any of the above listed areas.

OR

an equivalent combination of education and experience substituting one (1) year of graduate course work for one (1) year of experience with a maximum substitution of two (2) years.

SPECIAL REQUIREMENTS:

Must be intake/screener certified in the administration of the Uniform Comprehensive Assessment Tool (UCAT).

Must possess the ability and willingness to perform job related travel.

Must maintain participant confidentiality.

Must be bondable.

DHS Issued 5/1996

TITLE: PUBLIC HEALTH WORKER

DEFINITION: Under direct nursing supervision, provides clinical assistance during health screenings at nutrition sites.

EXAMPLES OF DUTIES:

Assists with set-up and cleaning duties for health screenings at nutrition sites.

Assists in determining client's understanding of the nurse instructions.

Assists with record keeping at health screenings.

Performs related duties as required and assigned.

KNOWLEDGE AND SKILLS:

Skill in communicating effectively; in understanding and carrying out instructions; and in establishing and maintaining effective working relationships.

EDUCATION AND EXPERIENCE:

None required.

SPECIAL REQUIREMENTS:

Must maintain patient confidentiality.

Must be able and willing to perform job-related travel.

DHS Issued 1991

TITLE: REGISTERED NURSE I

DEFINITION: Under general supervision, provides nursing services to patients in their homes or in clinic settings.

EXAMPLES OF DUTIES:

Coordinates health checks at nutrition sites. Conducts health instruction.

Gives skilled nursing care and prescribed treatment to patients in their homes and demonstrates nursing care to patients and families under a physician's order.

Administers oral, intramuscular, intradermal, subcutaneous, sub-lingual, vaginal, rectal and topical medications with physician's orders.

Keeps accurate patient records recording observations and treatment completely, concisely and legible.

Maintains appropriate infection control measures at all times.

Maintains records of service performed, and prepares required reports.

May direct, instruct and supervise ancillary personnel including licensed practical nurses. (When LPN's are present in homes must supervise monthly).

Observes changes in condition of in-home patients and notifies physician; documents significant events relative to patient's progress.

Completes assessments and updates and develops a nursing plan of care for in-home clients

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of professional nursing practice care techniques and medical procedures of infection control measures; of medical supplies; of sanitation and personal hygiene; and of nutrition and diet therapy.

Skill in planning, organizing and applying nursing care techniques; and in obtaining/following physician's orders.

Communication and training skills.

EDUCATION AND EXPERIENCE:

Possession of a valid permanent Oklahoma License as approved by the Oklahoma State Board of Nurse Registration and Nursing Education to practice as a registered nurse. (A temporary license

TITLE: REGISTERED NURSE I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

issued by the Oklahoma State Board of Nurse Registration and Nursing Education will be accepted so long as the temporary license remains valid. However, a valid permanent license must be obtained prior to the completion of the probationary period); and one year of professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job related travel.

Must maintain patient confidentiality.

DHS Issued 1991

TITLE: REGISTERED NURSE II

DEFINITION: Under general supervision, performs professional nursing services and/or administrative management for an assigned group of clients in the home or the community.

EXAMPLES OF DUTIES:

Schedules staff to assure appropriate coverage at all levels.

Plans, coordinates and supervises the nursing activities to assure that established nursing practices are being properly administered.

Interprets operating procedures and policies and reviews work performance to determine conformance to recognize standards; reviews and/or complies data and reports concerning patient care, population, injuries, unusual incidents and other data as required or requested; submits reports to supervisor or administrative staff.

Orients, trains, evaluates and counsel members of assigned nursing staff regarding job requirements and work performance; recommends appropriate personnel actions.

Prepares and presents in-service education programs as appropriate.

May supervise all paraprofessional nursing personnel, licensed practical nurses and registered nurses (when LPN's are present in homes, must supervise monthly).

Coordinates health checks at nutrition sites and provides health instruction to participants.

Gives skilled nursing care prescribed treatment to patients in their homes and demonstrates nursing care to patients and families under a physician's order.

Administers oral, intramuscular, intradermal, subcutaneous, sub-lingual, vaginal, rectal and topical medications with physician's orders.

Keeps accurate patient records recording observations and treatment completely, concisely and legibly.

Maintains appropriate infection control measures at all times.

Maintains records of service performed, and prepares required reports.

Observes changes in condition of in-home patients and notifies physician; documents significant events relative to patient's progress.

Completes assessments and updates and develops a nursing plan of care for in-home clients.

Performs related work as required and assigned.

TITLE: REGISTERED NURSE II (cont'd)

KNOWLEDGE AND SKILLS:

Knowledge of professional nursing theory, practices and techniques; of medical supplies; of sanitation and personal hygiene; of infection control methods; of nutrition and diet therapy; of principles and methods of teaching; of nursing administration procedures; of nursing standards; of departmental procedures; and of personnel principles and methods.

Skill in developing, planning and administering an effective nursing care program; in supervising and training subordinate personnel.

EDUCATION AND EXPERIENCE:

Possession of a valid permanent Oklahoma license as approved by the Oklahoma State Board of Nurse Registration and Nursing Education to practice as a registered nurse and three (3) years of professional nursing experience including one (1) year of administrative or supervisory experience. (An interim work permit of a temporary license issued by the Oklahoma State Board of Nurse Registration and Nursing Education will be accepted so long as it remains valid. However, a valid permanent license must be obtained prior to the completion of the probationary prior).

SPECIAL REQUIREMENTS:

Must possess the ability and willingness to perform job-related travel.

Must maintain patient confidentiality.

DHS Issued 1991

TITLE: SECRETARY I

DEFINITION: Under general supervision, performs secretarial duties for one or more managers.

EXAMPLES OF DUTIES:

Maintains mailing lists and is responsible for periodic mailing of circulars or releases.

Maintains general office files.

Types tabular data, accounting reports, forms, payrolls, specifications and other material.

Sorts incoming mail and assembles files and other material to facilitate reply by a supervisor; answers the telephone.

Examines, checks and verifies reports for completeness, appropriateness, adequacy and accuracy; determines conformity to established requirements.

May attend conferences, hearings and other meetings; takes and transcribes minutes at same.

Types from rough draft and other sources, letters, memoranda, forms and other material. May compose some correspondence.

May supervise other clerical personnel.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of spelling, punctuation and grammar; of basic arithmetic; and of office procedures and practices.

Skill in typing accurately from plain copy at a rate of fifty (50) words per minute; in establishing and maintaining effective working relationships with others; in following instructions; in answering the telephone and dealing tactfully with the public; and in operating a typewriter, personal computer, and other office equipment, as needed.

EDUCATION AND EXPERIENCE:

High School Diploma or GED; and one (1) year of experience performing a variety of complex clerical and typing work;

OR

An equivalent combination of education and experience.

TITLE: SECRETARY I (cont'd)

SPECIAL REQUIREMENTS:

Must be able to maintain confidentiality of office tasks and activities.

DHS Issued 1991

TITLE:     SECRETARY II

DEFINITION:   Under general supervision, performs secretarial duties for one or more managers or administrators.

EXAMPLES OF DUTIES:

Gathers, assembles and summarizes information and data for administrative action. Maintains office files.

Reads, sorts and distributes incoming mail; assigns requests for information or other routine materials for proper disposition; maintains control records of materials received, routed, assigned or disposed by agency.

Initiates follow-up letters or memoranda; composes routine correspondence for the signature of supervisor; prepares reports covering the activities of the agency.

May maintain attendance, leave and other personnel records of the agency served; makes travel arrangements and completes expense records for agency employees as assigned.

Interviews callers; arranges for appointments and conferences; disposes of office details not requiring official action or decision.

May attend conferences, hearings and other meetings; may take and transcribe minutes of same.

Answers the telephone and/or acts as office receptionist; routes calls and visitors; gives the public information regarding agency services, policies or regulations, as appropriate.

Types from rough draft and other sources letters, memoranda, forms and other material.

May supervise other clerical staff.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Knowledge of spelling, punctuation, arithmetic and business English; and of standard office record keeping and procedures.

Skill in typing accurately from plain copy at a rate of fifty-five (55) words per minute; in establishing and maintaining effective working relationships with others; in following instructions; in operating a typewriter, personal computer, and other office machines as needed; and in dealing effectively with matters not requiring higher level attention in accordance with agency policy; in answering the telephone and dealing tactfully with the public.

TITLE: SECRETARY II (cont'd)

EDUCATION AND EXPERIENCE:

High School Diploma or GED.

Two (2) years of experience performing a variety of complex clerical and typing work;

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must be able to maintain confidentiality of office tasks and activities.

DHS Issued 1991

TITLE: SITE AIDE

DEFINITION: Under immediate supervision of site manager, assists in the operation of the nutrition center.

EXAMPLES OF DUTIES:

Prepares dining room and serving area.

Checks and records temperature of food before serving.

Serves meals in portions specified by menu.

Maintains the site equipment and facility to the prescribed standard of sanitation and safety.

Washes pans, dishes, and utensils.

Assists in the ordering of supplies for site.

Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

Physically able to lift or otherwise move 50 lb. Objects. Able to follow instructions.

EDUCATION AND EXPERIENCE:

High School Diploma or GED preferred. Commercial/large group kitchen experience desirable.

SPECIAL REQUIREMENTS:

Must meet local Health Department requirements for Food Handlers.

Must maintain participant confidentiality.

TITLE: SITE MANAGER

DEFINITION: Under general supervision, coordinates all management responsibilities of nutrition site operation, and coordinates supportive services for participant.

EXAMPLES OF DUTIES:

Supervises all site staff and volunteers.

Maintain site records and submits all required reports in a timely fashion.

Supervises delivery of Meals Service and places orders for supplies.

Plans and implements Educational and Recreational Programs.

Provides information and referral services to participants and other residents in the community.

Attends all appropriate training meetings and conferences as approved by the Director.

Enforces health, sanitary and safety regulations.

Oversees the handling of participant contributions according to State regulations.

Recruits and supervises volunteers for Home Delivered Meals.

Coordinates with other agencies that provide services to the elderly.

Administers appropriate parts of the Uniform Comprehensive Assessment Tool (UCAT) to congregate and home-delivered meals applicants.

Oversees maintenance of facility and equipment as appropriate.

Ensures that participants and guests are made welcome,. And that a cheerful atmosphere is maintained at the site.

Maintains a reservations system for ordering meals to ensure maximum utilization of meals.

Performs other duties as assigned.

Skill in establishing and maintaining effective working relationships with staff and volunteers; in following instructions, in working independently within established guidelines and procedures.

EDUCATION AND EXPERIENCE:

High School Diploma or GED. One (1) year full time employment experience in an aging program preferred.

TITLE: SITE MANAGER (cont'd)

SPECIAL REQUIREMENTS:

Must meet local Health Department requirements for food Handlers.

Must be intake/screener certified in the administration of the Uniform Comprehensive Assessment Tool (UCAT).

Must be bondable.

Must maintain participant confidentiality.

DHS Issued 5/1996

TITLE: SOCIAL SERVICE SUPERVISOR

DEFINITION: Under general direction, supervises and coordinates Social Services.

EXAMPLES OF DUTIES:

Conducts appropriate parts of the Uniform Comprehensive Assessment Tool (UCAT) with applicants for Title III services.

Schedules client services and assigns staff as appropriate.

Supervises staff and volunteers.

Analyzes operating procedures, personal requirements, performance and control systems; makes recommendations for improvement to administrators.

Assists Director with developing effective community relations and in coordination efforts with other agencies serving the elderly.

Maintains service records and completes required reports in a timely fashion.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

General knowledge of community resources. Communication, supervisory and organizational skills.

EDUCATION AND EXPERIENCE:

Baccalaureate degree in gerontology, social work, sociology, human relations or related field;

OR

an equivalent combination of education and experience substituting one (1) year of experience in a social service setting for one (1) year of education with a maximum substitution of two (2) years.

SPECIAL REQUIREMENTS:

Must be intake/screener certified to administer the Uniform Comprehensive Assessment Tool (UCAT). Must be willing to perform job related travel. Must maintain client confidentiality.

TITLE: SOCIAL SERVICE SUPERVISOR (cont'd)

DHS Issued 5/1996

TITLE: STAFF ATTORNEY I

DEFINITION: Under Supervision, performs legal counseling, education, representation and other legal work.

EXAMPLES OF DUTIES:

Assumes an active caseload.

Interviews clients and applicants for services.

Performs legal research, drafts legal memoranda, drafts briefs and various pleadings for use in state or federal courts and administrative agencies.

Prepares cases for hearings or trials.

Conducts litigation before judicial or administrative bodies.

Establishes and maintains relationships with local community organizations and groups.

Participates in community education and in developing rapport with the client community.

Provides legal counseling and advice.

Makes reports, gathers data, and supplies information as required. Undertakes supervisory responsibilities as assigned.

Other duties as assigned.

SKILLS AND KNOWLEDGE:

Knowledge of rules and procedures impacting practice before the courts, administrative agencies and legislative bodies.

Knowledge of law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship and health law.

Skill in interviewing and counseling.

Skill in legal research and writhing.

Skill in working with attorney and non-attorney colleagues, elderly clients, witnesses and the public.

TITLE: STAFF ATTORNEY I (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Skill in representing elderly clients before administrative agencies, the courts and legislative bodies.

Skill in developing and presenting an effective community legal education program.

Skill in training and supervising subordinate employees.

EDUCATION AND EXPERIENCE:

Juris Doctorate degree from an accredited law school and license to practice in the courts of Oklahoma. One year of experience practicing law. Administrative law and appellate advocacy experience in a social services / community-based setting is preferred.

SPECIAL REQUIREMENTS:

Must be willing and able to perform job-related travel. Must respect client confidentiality and other applicable standards of professional conduct under practice of law.

DHS Issued 1991

TITLE: STAFF ATTORNEY II

DEFINITION: Performs legal counseling, education, representation and other legal work.

EXAMPLES OF DUTIES:

Assumes an active caseload.

Performs intake of applicants.

Performs legal research, drafts legal memoranda, drafts briefs and various pleadings for use in state or federal courts and administrative agencies.

Prepares cases for hearings or trials.

Conducts litigation before judicial or administrative bodies.

Establishes and maintains relationships with local community organizations and groups.

Participates in community education and in developing rapport with the client community.

Provides legal counseling and advice.

Makes reports, gathers data, and supplies information as required. Undertakes supervisory responsibilities as assigned.

Other duties as assigned.

KNOWLEDGE OF SKILLS:

Knowledge of rules and procedures impacting practice before the courts, administrative agencies and legislative bodies.

Knowledge of law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship and health law.

Skill in interviewing and counseling.

Skill in legal research in writing.

Skill in working with attorney and non-attorney colleagues, elderly clients, witnesses and the public.

Skill in representing elderly clients before administrative agencies, the courts and legislative bodies.

TITLE: STAFF ATTORNEY II (cont'd)

KNOWLEDGE AND SKILLS: (cont'd)

Skills in developing and presenting an effective community legal education program.

Skill in training and supervising subordinate employees.

EDUCATION AND EXPERIENCE:

Juris Doctorate degree from an accredited law school and license to practice in the courts of Oklahoma (or must take and pass the Oklahoma bar exam prior to completion of employment probationary period). Social services and community-based experience is desired.

SPECIAL REQUIREMENTS:

Must be willing and able to perform job related travel. Must respect client confidentiality and other applicable standards of professional conduct under practice of law.

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TITLE: VAN DRIVER

DEFINITION: Under general supervision, transports elderly and handicapped clients via route or demand response service for medical appointments, shopping, banking, or personal errands to promote independence.

EXAMPLES OF DUTIES:

Provides safe and courteous transportation.

Offers limited physical assistance to frail passengers.

Assists with carrying packages or grocery bags as needed.

Performs general maintenance and repairs of vehicle, including cleaning.

Receives and appropriately disposes of participant contributions.

May perform emergency first aid (if properly trained and certified).

Operates wheelchair lift.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of transfer and ambulation assist techniques; and of local streets and roads. Ability to work with elderly and frail individuals.

EDUCATION AND EXPERIENCE:

Valid Oklahoma Chauffeur's license. Completion of safe driving course desired.

SPECIAL REQUIREMENTS:

Must be bondable and at least 21 years of age.

Must have courteous disposition and safe driving record.

TITLE: VOLUNTEER SERVICES COORDINATOR

DEFINITION: Under general supervision, plans, coordinates, and supervises the activities of a volunteer program.

EXAMPLES OF DUTIES:

Assists professional staff in determining the organizational and community needs for volunteer services.

Recruits, trains, assigns and supervises volunteers.

Conducts public presentations on the volunteer program and solicits support for same.

Develops and/or obtains training materials.

Develops mechanisms for the recognition of participant volunteers.

Maintains necessary records, and compiles required reports.

Develops and maintains sufficient community contacts for volunteer placements.

Performs related work as required and assigned.

KNOWLEDGE AND SKILLS:

Supervisory and organizational skills.

Skill in establishing and maintaining effective working relationships with private, civic, and church groups; and in organizing and presenting facts in a clear and concise manner.

EDUCATION AND EXPERIENCE:

A Baccalaureate degree from an accredited college or university in any of the following fields: social work, gerontology, sociology, human relations or a related field;

OR

An equivalent combination of education and experience substituting one (1) year of experience in a social services setting for one (1) year of education with a maximum substitution of two (2) years.

Must be bondable.

Must maintain participant confidentiality.

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