



**Job Descriptions for Older Americans Act
Network Employees**

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; reviews 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 auditing standards, principles, and practices.

Skill in: analyzing the accounting procedures used in preparing financial reports; instructing clerical employees in simple accounting procedures; and operating a personal computer.

Education and experience:

A baccalaureate degree in accounting or finance.

Special requirements

Must: be bondable; maintain confidentiality; and possess ability and willingness to perform job-related travel.

OKDHS issued 1991

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; standard accounting procedures; financial reporting systems; and auditing standards, principles and practices.

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

Education and experience:

A baccalaureate degree in accounting or finance, and one year of professional accounting experience;

OR

an equivalent combination of education substituting one year of graduate study for the one year of required experience.

Special requirements:

Must: be bondable; maintain confidentiality; and possess ability and willingness to perform job-related travel.

OKDHS 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; internal auditing procedures and practices; laws and regulations on accounting procedures; maintenance and fiscal records and reports necessary to manage aging programs; and data-processing applications to accounting record problems.

Skill in: providing accounting advice to management personnel; motivating lower level accountant staff; and operating a personal computer.

Education and experience:

A baccalaureate degree in accounting or finance and two years of professional accounting experience.

Special requirements:

Must: be bondable; maintain confidentiality; and possess ability and willingness to perform job-related travel.

OKDHS 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, and payments of claims.

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

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

Education and experience:

High school diploma or General Educational Development (GED). Additional course work preferred. Four years of secretarial and/or responsible clerical experience;

OR

an equivalent combination of education and experience.

Special requirements:

Must: be willing and able to perform job-related travel; and maintain confidentiality of office tasks and activities.

OKDHS issued 1991

TITLE: AGING SPECIALIST I

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director, assists in carrying out the responsibilities and functions of the AAA 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 (PSA) 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 AAA director and planning staff of identified community needs.

Assists AAA director and planning staff in Area Plan development.

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

Knowledge and skills:

Skills in: grant writing; use of a personal computer; effective communication; community organization; public speaking; and leadership.

Education and experience:

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

OR

an equivalent combination of education substituting one year of graduate study for one year of required experience.

Special requirements:

Must: possess ability and willingness to perform job-related travel; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: AGING SPECIALIST II

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director, assists carrying out the responsibilities and functions of the AAA 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 (PSA) 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 AAA director and planning staff of identified community needs.

Assists AAA director planning staff in Area Plan development.

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

May supervise other area agency staff.

Knowledge and skills:

Skills in: grant writing; use of a personal computer; effective communication; and community organization.

Education and experience:

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

OR

an equivalent combination of education substituting one year of graduate study for each year of required experience.

Special requirements:

Must: possess ability and willingness to perform job-related travel; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: AGING SPECIALIST III

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director, assists in carrying out the responsibilities and functions of the AAA 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 (PSA) 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 AAA director and planning staff of identified community needs.

Assists AAA director and planning staff in Area Plan development.

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

May supervise other area agency staff.

Knowledge and skills:

Skills in: grant writing; use of a personal computer; effective communication; community organization; public speaking; and leadership.

Education and experience:

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

OR

an equivalent combination of education and experience substituting one year of experience for one year of the required education with a maximum substitution of two years.

Special requirements:

Must: possess ability and willingness to perform job-related travel; and maintain participant confidentiality.

OKDHS 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; supervision and training of staff and volunteers; evaluation and monitoring of the program components; coordination of activities with other programs that serve the elderly; and compilation of program and fiscal reports as required by the State Agency and the Area Agency on Aging (AAA).

Assists in: providing leadership and advocacy for older persons in the service area; and developing the grant application for program funding.

Performs other related duties as assigned.

Knowledge and skills:

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

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

Ability to work with the elderly and effective communication skills.

Education and experience:

A baccalaureate degree from an accredited college or university in: social work, nutrition, food service management, public administration, planning, or a related field;

OR

an equivalent combination of education and experience, substituting one year of experience in a social services setting for one year of education with a maximum substitution of two years.

Special requirements:

Must: be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, and possess ability and willingness to perform job-related travel; maintain participant confidentiality; and be bondable.

OKDHS 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; preparing financial statements and reports, within the framework of the requirements of the State Agency, on the operations of the Area Agency on Aging (AAA); analyzing and balancing bookkeeping records of the AAA and funded projects; providing training and technical assistance to project bookkeepers; and preparing payrolls, payroll checks, and voucher checks.

Knowledge and skills:

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

Education and experience:

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

OR

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

OR

substituting one successfully completed year in bookkeeping and accounting in a business college for the one year of the required experience.

Special requirements:

Must: be bondable; maintain confidentiality; and be willing and able to perform job-related travel.

OKDHS issued 1991

TITLE: BOOKKEEPER II (AREA AGENCY ON AGING)

Definition:

Under 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 on Aging (AAA).

Analyzes and balances bookkeeping records of the AAA 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; elementary auditing principles and methods; office procedures and methods; standardized records and reports; arithmetical computation; and analytical and evaluation procedures.

Education and experience:

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

OR

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

OR

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

Special requirements:

Must: be bondable; maintain confidentiality; and be willing and able to perform job-related travel.

OKDHS issued 1991

TITLE: BOOKKEEPER/SECRETARY - AREA AGENCY ON AGING (AAA)

Definition:

Under supervision, performs secretarial and bookkeeping work for the AAA.

Examples of duties:

Records and documents expenditures. Maintains records, 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; modern office methods and procedures; and business arithmetic.

Skill in: use of calculating machines, computers, typewriters, and other office equipment; checking numbers accurately; and applying basic bookkeeping and secretarial concepts to routine transactions.

Education and experience:

High school diploma or General Educational Development (GED); at least six hours of college or vocational training in bookkeeping or accounting; one year of secretarial experience and one year of bookkeeping experience;

OR

an equivalent combination of education and experience.

Special requirements:

Must: be bondable; and maintain confidentiality of tasks and records.

OKDHS 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, 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, and 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; modern office methods and procedures; and business arithmetic.

Skill in: use of calculating machines, computers, typewriters, and other office equipment; checking numbers accurately; applying basic bookkeeping and secretarial concepts to routine transactions; and following written and oral instructions.

Education and experience:

High school diploma, or General Educational Development (GED) supplemented by at least one 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; and maintain confidentiality of tasks and records.

OKDHS 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 using OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment,

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; the variety of services available for older persons; problem solving techniques; or basic case management.

Skills in: communication and interpersonal relationships; negotiation and coordination skills; observation; organizing and presenting facts in a clear and concise manner; and use of a personal computer.

Education and experience:

Completion of curriculum requirements for a baccalaureate degree in social work, health, gerontology, general social sciences, or related field and two 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; be willing and able to travel; and be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment.

OKDHS 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, and other similar duties.

Performs yard work, such as weeding, mowing, raking leaves, and 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; be able to perform job duties in inaccessible homes; be familiar with good techniques of lifting and able to lift or otherwise move 25 pound objects; and safeguard client's property and confidentiality.

OKDHS issued 1991

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; prepares 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; basic arithmetic; standard business letter form; and filing methods.

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

Education and experience:

High school diploma or General Educational Development (GED);

OR

an equivalent combination of education and experience substituting one year of clerical experience for one year of high school course work with a maximum substitution of two years.

Special requirements:

None

OKDHS 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; prepares 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; basic arithmetic; standard business letter forms; and filing methods.

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

Education and experience:

High school diploma or General Educational Development (GED). At least two typing courses preferred;

OR

an equivalent combination of education and experience substituting one year of clerical experience for one year of high school course work with a maximum substitution of two years.

Special requirements:

None

OKDHS 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 work areas 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; and purchasing principles, portion-control, and work simplification.

Good communication skills.

Ability to work independently within established guidelines and procedures.

Education and experience:

High school diploma or General Educational Development (GED). Desired experience of at least one year in the preparation of meals for groups over 25 in number.

Special requirements:

Must: be able to lift or otherwise move 50 pound objects; and meet local health requirements for food handlers. Appropriate food manager certification desired.

OKDHS 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; work within established guidelines and procedures; and 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 General Educational Development (GED). Cooking experience for groups preferable.

Special requirements:

Must be able to lift or otherwise move 50 pound objects; and meet local health requirements for food handlers.

OKDHS issued 1991

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 General Educational Development (GED) preferred.
Custodial experience desirable.

Special requirements:

Must maintain participant confidentiality.

OKDHS issued 1991

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 six week cycle menus, utilizing commodities and food bank items, when feasible.

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

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

Plans monthly nutrition education programs for participants at each site based on a yearly plan. Must include information for homebound participants.

Plans preventive maintenance and cleaning schedules for kitchen equipment.

Develops procedures for food cost control, recipe standardization, 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; institutional administration; current trends in nutrition research; community resources available to the nutrition project; and group organization and leadership.

Skill in: establishing effective working relationships with both professional and lay people; presenting and preparing educational materials; and 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 of experience in a social services, health, or institutional food service setting subsequent to registration as a professional dietitian licensed with the Oklahoma Board of Medical Licensure.

Special requirements:

Must: be willing and able to perform job-related travel; and maintain participant confidentiality.

OKDHS issued 1991
OKDHS revised 2002

TITLE: DIRECTOR I - AREA AGENCY ON AGING (AAA)

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 (PSA).

Examples of duties:

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

Supervises, coordinates, evaluates, and monitors all other AAA staff and activities.

Assumes full responsibility for all functions of the AAA 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 AAA advisory council on aging.

Gathers, maintains, and disseminates pertinent information on the elderly in the PSA.

Coordinates the activities of the AAA 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 Aging Services Division 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 AAA'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.

Skills and knowledge:

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

TITLE: DIRECTOR I - AREA AGENCY ON AGING (AAA)

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; plan, organize and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; supervise and train professional and non-professional workers; summarize factual data succinctly and to present it so that it is clearly understood by State and community leaders; prepare reports; and 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 public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. One 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 year of qualifying experience for each year of required education with a maximum substitution of two 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; maintain office and participant confidentiality; and be bondable.

OKDHS issued 1991

TITLE: DIRECTOR II - AREA AGENCY ON AGING (AAA)

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 (PSA).

Examples of duties:

Provides leadership and advocacy on behalf of all older persons within the PSA area for which the AAA is responsible.

Supervises, coordinates, evaluates, and monitors all other AAA staff and activities.

Assumes full responsibility for all functions of the AAA 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 AAA advisory council on aging.

Gathers, maintains, and disseminates pertinent information on the elderly in the PSA.

Coordinates the activities of the AAA 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 Aging Services Division 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 effective relationships with mass media personnel.

Performs or supervises administrative functions necessary for the AAA'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.

Skills and knowledge:

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

Ability to: enlist the support of diverse groups within local communities and to mobilize

TITLE: DIRECTOR II - AREA AGENCY ON AGING (AAA)

latent community support, including cooperation of the mass media, professional groups, and industrial development commissions; plan, organize, and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; supervise and train professional and non-professional workers; summarize factual data succinctly and to present it so that it is clearly understood by State and community leaders; prepare reports; and 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 public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. Two 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 year in a supervisory or administrative capacity and one year of experience working in the aging field;

OR

an equivalent combination of education and experience substituting one year of qualifying experience for each year of required education with a maximum substitution of two 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; maintain office and participant confidentiality; and be bondable.

OKDHS issued 1991

TITLE: DIRECTOR III - AREA AGENCY ON AGING (AAA)

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 (PSA).

Examples of duties:

Provides leadership and advocacy on behalf of all older persons within the PSA area for which the AAA is responsible.

Supervises, coordinates, evaluates, and monitors all other AAA staff and activities.

Assumes full responsibility for all functions of the AAA 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 AAA advisory council on aging.

Gathers, maintains, and disseminates pertinent information on the elderly in the PSA.

Coordinates the activities of the AAA 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 Aging Services Division 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 AAA'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.

Skills and knowledge:

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

TITLE: DIRECTOR III - AREA AGENCY ON AGING (AAA)

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; plan, organize, and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; supervise and train professional and non-professional workers; summarize factual data succinctly and present it so that it is clearly understood by State and community leaders; prepare reports; and 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: public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. Three 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 year in a supervisory or administrative capacity and one year of experience working in the aging field;

OR

an equivalent combination of education and experience substituting one year of qualifying experience for each year of required education with a maximum substitution of two 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; maintain office and participant confidentiality; and be bondable.

OKDHS 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 General Educational Development (GED) preferred.

Delivery experience desirable.

Special requirements:

Must: have valid drivers license and meet local health department requirements for food handlers; and be able to lift or otherwise move 50 pound objects.

OKDHS issued 1991

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:

Skills in: communication; cooking; and housekeeping.

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; be able to perform job duties in inaccessible homes; be familiar with good techniques of lifting and able to lift or otherwise move 25 pound objects; and safeguard client's property and confidentiality.

OKDHS issued 1991

TITLE: INFORMATION AND ASSISTANCE SPECIALIST

Definition:

Under general supervision, provides information and referral (I & R) 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 OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, 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 (AAA) staff regarding 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.

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

Education and experience:

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

Special requirements:

Must: be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, maintain client confidentiality; and be willing and able to perform job-related travel.

OKDHS issued 5/1996

TITLE: INFORMATION AND ASSISTANCE SUPERVISOR

Definition:

Under supervision of the executive director, provides information and assistance (I & A) services for older persons in Canadian, Cleveland, Logan, and Oklahoma counties.

Examples of duties:

Obtains data, answers telephones, and responds to requests for I & A. Information is recorded on OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, per Aging Services Division 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 services. 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.

Supervises 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.

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

Ability to type and manipulate specified computer software.

Education and experience:

Baccalaureate degree or two years of college and at least two years experience in a related field.

Special requirements:

Must be intake/screener certified in the use of Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment.

OKDHS 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, such as Social Security Administration and 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; and law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship and health law.

Skill in: interviewing and counseling; legal research and writing; working with attorney and non-attorney colleagues, elderly clients, witnesses, and the public; acting as an advocate before administrative agencies and legislative bodies representing elderly clients where allowed by law; and developing and representing an effective community legal education program.

Education and experience:

High school diploma or General Educational Development (GED). Formalized legal training, college course work, or community-based experience helpful.

Special requirements:

Must: have ability and willingness to perform job-related travel; and maintain client confidentiality and other applicable standards of professional conduct under practice of law.

OKDHS 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, such as Social Security Administration and 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; and law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship, and health law.

Skill in: interviewing and counseling; legal research and writing; working with attorney and non-attorney colleagues, elderly clients, witnesses, and public; acting as an advocate before administrative agencies and legislative bodies representing clients where allowed by law; and developing and presenting an effective community legal education program.

Education and experience:

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

Special requirements:

Must: have ability and willingness to perform job-related travel; and maintain client confidentiality and other applicable standards of professional conduct under practice of law.

OKDHS issued 1991

TITLE: LICENSED PRACTICAL NURSE (LPN)

Definition:

Under direct supervision of a registered nurse (RN), performs a variety of routine preventative nursing and related health care tasks to an assigned group of clients in their 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, and similar health matters. 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 RN 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 RN.

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

Completes 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; medical terminology; and sanitation and personal hygiene.

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

Education and experience:

Graduation from an approved LPN program and possession of a current Oklahoma license or a valid, interim work permit to practice as a LPN; and one 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; be supervised by an RN on site at least monthly in the home of the client; and maintain client confidentiality.

OKDHS issued 1991

TITLE: OMBUDSMAN SUPERVISOR I

Definition:

Under the general direction of the director of an Area Agency on Aging (AAA) 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 the Office of the State Long-Term Care 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 Office of the State Long-Term Care 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 AAA's director and Office of the State Long-Term Care 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 the Office of the State Long-Term Care Ombudsman.

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

Knowledge and skills:

Knowledge of: services available for older Oklahomans; issues affecting institutionalized elders; and resident/client rights.

Skills in: communication and interpersonal relationships; negotiation, mediation, problem-solving, and observation; and organizing and presenting information in a clear and concise manner.

Ability or experience as an advocate on behalf of others.

Experience in volunteer or staff management and training.

TITLE: OMBUDSMAN SUPERVISOR I

Education and experience:

High school diploma or General Educational Development (GED) and two years of responsible, full-time paid employment in social, health, 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; maintain administrative and client confidentiality; be free from conflict of interest; meet other Ombudsman Program screening standards; successfully complete training by the Office of the State Long-Term Care staff; and accept program direction and supervision from the Office of the State Long-Term Care staff and strictly adhere to program policies and guidelines.

OKDHS issued 1991

TITLE: OMBUDSMAN SUPERVISOR II

Definition:

Under the general direction of the director of an Area Agency on Aging (AAA) 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 the Office of the State Long-Term Care 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 the Office of the State Long-Term Care 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 AAA Director and the Office of the State Long-Term Care Ombudsman staff 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 planning and service area (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:

Knowledge of: services available for older Oklahomans; issues affecting institutionalized elders; and residents/client rights.

Skills in: communication and interpersonal relationships; observation; organization; and presentation of information in a clear and concise manner.

TITLE: OMBUDSMAN SUPERVISOR II

Ability or experience as an advocate on behalf of others.

Experience in volunteer or staff management and training.

Education and experience:

Graduation from an accredited four 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 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 years.

Special requirements:

Must: possess the ability and willingness to perform job-related travel; maintain administrative and client confidentiality; be free from conflict of interest; meet other Ombudsman Program screening standards; and successfully complete training by Office of the State Long-Term Care Ombudsman staff.

OKDHS issued 1991

TITLE: OUTREACH WORKER

Definition:

Under general supervision, seeks out and identifies hard-to-reach individuals over 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 OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment.

Performs other related duties as assigned.

Knowledge and skills:

Knowledge of and ability to use public and private community, state, and federal resources.

Skills in: communication and interpersonal relationships.

Ability to work: with the elderly and target population groups of the elderly preferred; and 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 use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment; maintain client confidentiality; and be willing and able to perform job-related travel.

OKDHS issued 5/1996

TITLE: PERSONAL CARE AIDE I

Definition:

Under immediate supervision of a registered nurse (RN), delivers personal care to client according to specified schedules.

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:

- 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; and
- measures intake and output.

Implements infection control procedures, for example, hand washing.

Calls for emergency intervention when appropriate, such as, calling supervisor, or 911.

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; perform proper lifting techniques; and 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; be able to perform job duties in inaccessible client homes; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: PERSONAL CARE AIDE II

Definition:

Under immediate supervision of registered nurse (RN) 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; and
- measures intake and output.

Implements infection control procedures, for example hand washing.

Calls for emergency intervention when appropriate, such as calling supervisor, or 911.

Promotes mental alertness through conversation and activity.

Maintains cleanliness in client living area, bathroom, and 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 Thromboembolism Disease Stockings (TEDS) and other supportive aids, may require instruction by RN.

Performs related duties as assigned.

Knowledge and skills:

Must be able to: follow instructions; apply knowledge of safety to clients in the home setting; and 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.

TITLE: PERSONAL CARE AIDE II

May require nurse aide or home health aide certification.

Must: be willing and able to perform job-related travel; be able to perform job duties in inaccessible client homes; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: PLANNER I

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director, assists in carrying out the responsibilities and functions of the AAA 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 or disabled elderly.

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

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

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

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

Coordinates AAA 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 arranges training for project staff, community agencies or organizations, and volunteers.

Knowledge and skills:

Knowledge of: needs assessment methodologies; federal, state, and local government regulations affecting aging programs; and community organization principles.

Skills in: grant-writing; personal computer; effective communication; organizing; public speaking; and leadership.

Education and experience:

A baccalaureate degree from an accredited college or university with major course work in: planning, social work, adult education, public health, human relations, gerontology, or related field. One year of responsible full-time, paid employment in any of these fields. No substitution of work experience is allowed for the baccalaureate degree;

OR

an equivalent combination of education substitution one year of graduate study for the one year of experience.

Special requirements:

Must: possess ability and willingness to perform job-related travel; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: PLANNER II

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director, assists in carrying out the responsibilities and functions of the AAA 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 (PSA), including the special needs of the low income, low-income minority, and frail or disabled elderly.

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

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

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

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

Coordinates AAA 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 arranges training for project staff, community agencies or organizations, and volunteers.

May supervise other AAA staff.

Knowledge and skills:

Knowledge of: needs assessment methodologies; federal, state, and local government regulations affecting aging programs; and community organization principles.

Skills in: grant-writing; personal computer; effective communication; organizing; public speaking; and leadership.

Education and experience:

A baccalaureate degree from an accredited college or university with major course work in planning, social work, adult education, public health, human relations, gerontology, or related field. Two years of responsible full-time, paid employment in any of these fields. No substitution of work experience is allowed for the baccalaureate degree;

OR

an equivalent combination of education substituting one year of graduate study for the one year of experience.

TITLE: PLANNER II

Special requirements:

Must: possess ability and willingness to perform job-related travel; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: PLANNER III

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director, assists in carrying out the responsibilities and functions of the AAA 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 (PSA), including the special needs of the low income, low-income minority, and frail or disabled elderly.

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

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

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

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

Coordinates AAA 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 arranges training for project staff, community agencies or organizations, and volunteers.

May supervise other AAA staff.

Knowledge and skills:

Knowledge of: needs assessment methodologies; federal, state, and local government regulations affecting aging programs; and community organization principles.

Skills in: grant writing; use of a personal computer; effective communication; organizing; public speaking; supervision; and leadership.

Education and experience:

A masters degree from an accredited college or university with major course work in planning, social work, adult education, public health, human relations, gerontology, or related field. One year of responsible full-time, paid employment in any of these fields. Supervisory experience preferred;

OR

substituting one year of full-time experience in the fields listed above for each year of required education with a maximum substitution of two years.

TITLE: PLANNER III

Special requirements:

Must: possess ability and willingness to perform job-related travel; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: SENIOR PLANNER III

Definition:

Under the general supervision of the Area Agency on Aging (AAA) director III, assists in carrying out the responsibilities and functions of the AAA with particular emphasis on area development and project monitoring.

Examples of duties:

Supervises, coordinates, evaluates, and monitors AAA planning staff and activities.

Assumes responsibility for programmatic, non-financial grantee functions of the AAA within the guidelines and regulations of the Older Americans Act and the State Agency.

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

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

Coordinates AAA 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 arranges training for project staff, community agencies or organizations, and volunteers.

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, desk top publishing, and Advance Information Management System (AIMS), and reporting software required by the State Agency.

Skills in: supervising and training staff; preparing reports; leadership; organizing; and 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 public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. One 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 year in a supervisory or administrative capacity in the aging field or with older persons;

OR

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

TITLE: SENIOR PLANNER III

Special requirements:

Must: possess the ability and willingness to perform job-related travel; and maintain office and participant confidentiality.

OKDHS 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 or organization, administers the Nutrition Program for the Elderly (NPE) in the planning and service area (PSA) or some portion thereof.

Examples of duties:

Provides administrative oversight and coordination of all services of the NPE.

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 quality of service.

Coordinates activities of the NPE with other programs that serve the elderly.

Develops, interprets, and implements policies and procedures for the NPE in compliance with Area Agency on Aging (AAA) and State Agency policies and procedures.

Maintains required records and 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, and authorizes procurement of same.

Provides leadership and advocacy for older persons in the PSA.

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 or disabled elderly.

Conducts public presentations related to the NPE and the needs of the elderly.

Seeks out additional community resources to expand or enhance the NPE.

Maintains communication and cooperation with the AAA.

Knowledge and skills:

Knowledge of: modern food service management; federal, state, and local laws and regulations affecting the NPE; and ability to access other community, state, and federal resources.

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

TITLE: PROJECT DIRECTOR I (NUTRITION PROGRAM)

Education and experience:

A baccalaureate degree from an accredited college or university with major course work in social work, nutrition, food service management, gerontology, public administration, planning or a related field and one year of full time paid employment in any of these fields.

Special requirements:

Must: be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment; possess the ability and willingness to perform job-related travel; maintain participant confidentiality; and be bondable.

OKDHS 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 or organization, administers the Nutrition Program for the Elderly (NPE) in the planning and service area (PSA) or some portion thereof.

Examples of duties:

Provides administrative oversight and coordination of all services of the NPE.

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 quality of service.

Coordinates activities of the NPE with other programs that serve the elderly.

Develops, interprets, and implements policies and procedures for the NPE in compliance with Area Agency on Aging (AAA) and State Agency policies and procedures.

Maintains required records and 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, and 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 or disabled elderly.

Conducts public presentations related to the NPE and the needs of the elderly.

Seeks out additional community resources to expand or enhance the NPE.

Maintains communication and cooperation with the AAA.

Knowledge and skills:

Knowledge of: modern food service management; federal, state, and local laws or regulations affecting the NPE; and ability to access other community, state, and federal resources.

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

TITLE: PROJECT DIRECTOR II (NUTRITION PROGRAM)

Education and experience:

A baccalaureate degree from an accredited college or university with major course work in social work, nutrition, food service management, gerontology, public administration, planning, or a related field and two years of full time paid employment in any of these fields;

OR

an equivalent combination of education and experience substituting one year of graduate course work for one year of experience.

Special requirements:

Must: be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, possess the ability and willingness to perform job-related travel; maintain participant confidentiality; and be bondable.

OKDHS 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 or organization, administers the Nutrition Program for the Elderly (NPE) in the planning and service area (PSA) or some portion thereof.

Examples of duties:

Provides administrative oversight and coordination of all services of the NPE.

Directly or indirectly supervises all project staff.

Develops grant application for program funding.

Monitors performance of the NPE with other programs that serve the elderly.

Develops, interprets, and implements policies and procedures for the NPE in compliance with Area Agency on Aging (AAA) and State Agency policies and procedures.

Maintains required records and 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; and 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 or disabled elderly.

Conducts public presentations related to the NPE and the needs of the elderly.

Seeks out additional community resources to expand or enhance the NPE.

Maintains communication and cooperation with the AAA.

Knowledge and skills:

Knowledge of: modern food service management; federal, state, and local laws and regulations affecting the NPE; and ability to access other community, state, and federal resources.

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

Education and experience:

A baccalaureate degree from an accredited college or university with major course work in social work, nutrition, food service management, gerontology, public

TITLE: PROJECT DIRECTOR III (NUTRITION PROGRAM)

administration, planning, or a related field and three years of full time paid employment in any of these fields;

OR

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

Special requirements:

Must: be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment; possess the ability and willingness to perform job-related travel; maintain participant confidentiality; and be bondable.

OKDHS 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; determining client's understanding of the nurse instructions; and record keeping at health screenings.

Performs related duties as required and assigned.

Knowledge and skills:

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

Education and experience:

None required.

Special requirements:

Must: maintain patient confidentiality; and be able and willing to perform job-related travel.

OKDHS 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 legibly.

Maintains appropriate infection control measures at all times; records of service performed; and prepares required reports.

May direct, instruct, and supervise ancillary personnel including licensed practical nurses (LPNs). When LPNs are present in client's 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; medical supplies; sanitation and personal hygiene; and nutrition and diet therapy.

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

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

Special requirements:

Must: possess the ability and willingness to perform job-related travel; and maintain patient confidentiality.

OKDHS 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 home or community settings.

Examples of duties:

Schedules staff to ensure appropriate coverage at all levels.

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

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

Orients, trains, evaluates, and counsels 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 (LPNs), and registered nurses (RNs). When LPNs are present in client's 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; records of service performed; and prepares required reports.

Observes changes in condition of in-home patients and notifies physician; and 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 theory, practices, and techniques; medical supplies; sanitation and personal hygiene; infection control methods; nutrition and diet therapy; principles and methods of teaching; nursing administration procedures; nursing standards; departmental procedures; and personnel principles and methods.

TITLE: REGISTERED NURSE II

Skill in: developing, planning, and administering an effective nursing care program; and 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 years of professional nursing experience including one 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. A valid permanent license must be obtained prior to the completion of the probationary period.

Special requirements:

Must: possess the ability and willingness to perform job-related travel; and maintain patient confidentiality.

OKDHS issued 1991

TITLE: SECRETARY I

Definition:

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

Examples of duties:

Maintains mailing lists; periodic mailing of circulars or releases; and 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; and 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; and 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; basic arithmetic; and office procedures and practices.

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

Education and experience:

High school diploma or General Educational Development (GED); and one year 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.

OKDHS 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; and disposes of office details not requiring official action or decision.

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

Answers the telephone and acts as office receptionist; routes calls and visitors; and 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 standard office record keeping and procedures.

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

Education and experience:

High school diploma or General Educational Development (GED).

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

OR

TITLE: SECRETARY II

an equivalent combination of education and experience.

Special requirements:

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

OKDHS 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 pound objects; and ability to follow instructions.

Education and experience:

High school diploma or General Educational Development (GED) preferred. Commercial or large group kitchen experience desirable.

Special requirements:

Must: meet local health department requirements for food handlers; and maintain participant confidentiality.

OKDHS issued 1991

TITLE: SITE MANAGER

Definition:

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

Examples of duties:

Supervises all site staff and volunteers.

Maintains 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 Agency regulations

Recruits and supervises volunteers for home delivered meals.

Coordinates with other agencies that provide services to the elderly.

Administers appropriate parts of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, to congregate and home delivered meals applicants.

Oversees maintenance of facility and equipment as appropriate.

Ensures that participants and guests are made welcome, and 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.

Knowledge and skills:

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

Education and experience:

High school diploma or General Educational Development (GED). One year full time employment experience in an aging program preferred.

Special requirements:

Must: meet local health department requirements for food handlers; be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment; be bondable; and maintain participant confidentiality.

OKDHS issued 5/1996

TITLE: SOCIAL SERVICE SUPERVISOR

Definition:

Under general direction, supervises and coordinates social services.

Examples of duties:

Conducts appropriate parts of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment, 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 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 year of experience in a social service setting for one year of education with a maximum substitution of two years.

Special requirements:

Must: be intake/screener certified in the use of OKDHS Forms 02AG002E (AG-2-A, Part 1), and 02AG003E (AG-2-A, Part 2); Older Americans Act Assessment; be willing to perform job-related travel; and maintain client confidentiality.

OKDHS 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 and drafts legal memoranda, 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 and skills:

Knowledge of: rules and procedures impacting practice before the courts, administrative agencies, and legislative bodies; and law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship, and health law.

Skill in: interviewing and counseling; legal research and writing; working with attorney and non-attorney colleagues, elderly clients, witnesses, and the public; representing elderly clients before administrative agencies, the courts, and legislative bodies; developing and presenting an effective community legal education program; and 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 or community-based setting is preferred.

Special requirements:

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

OKDHS issued 1991

TITLE: STAFF ATTORNEY II

Definition:

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

Examples of duties:

Assumes an active caseload.

Interviews applicants for services.

Performs legal research and drafts legal memoranda, 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 and skills:

Knowledge of: rules and procedures impacting practice before the courts, administrative agencies and legislative bodies; and law affecting the elderly including, but not limited to, public benefits law, consumer law, estate, guardianship and health law.

Skill in: interviewing and counseling; legal research and writing; working with attorney and non-attorney colleagues, elderly clients, witnesses, and the public; representing elderly clients before administrative agencies, the courts, and legislative bodies; developing and presenting an effective community legal education program; and 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; respect client confidentiality; and other applicable standards of professional conduct under practice of law.

OKDHS issued 1991

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; be at least 21 years of age; and have courteous disposition and safe driving record.

OKDHS issued 1991

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:

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

Education and experience:

A baccalaureate degree from an accredited college or university in social work, gerontology, sociology, human relations, or a related field;

OR

an equivalent combination of education and experience substituting one year of experience in a social services setting for one year of education with a maximum substitution of two years.

Special requirements:

Must: be bondable; and maintain participant confidentiality.

OKDHS issued 1991