

Code: 3031  
Health and Welfare Service  
Medical and Social Service Group  
Human Relations Series

CLASS TITLE: **Specialist in Aging II**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs at the fully functional level in developing, implementing and evaluating programs and services for senior citizens; and performs related duties as required.

ESSENTIAL DUTIES: Acts as a lead worker in conducting site visits and performing program and fiscal audits of delegate agencies to evaluate client services and to ensure compliance with contract requirements for programs including nutrition, transportation, meals on wheels, legal assistance and case management services; provides technical assistance to delegate agencies on resolving contract compliance and quality improvement issues found during site visits; prepares detailed reports of monitoring activities and findings; conducts training programs for delegate agencies on program reporting and compliance requirements; develops and implements life enrichment programs to meet the needs of senior citizens including educational, social and recreational activities at a regional senior center; administers and coordinates programs designed to provide social services and support to senior citizens; oversees the operations of an information and referral unit, supervising staff providing intake, information and referral assistance to senior citizens; acts as an advocate for clients working on their behalf to secure needed services and benefits; provides guidance and direction to subordinate and lower level staff.

RELATED DUTIES: Counsel senior citizens on available social and supportive services and provides appropriate referrals; participates in developing requests for proposals and recommending the most qualified bidder for the awarding of contracts; assists in preparing grant applications.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Gerontology, Psychology, Public Health or a related field supplemented by one year of experience in the planning, implementation and administration of social service programs; or a Bachelor's degree in the above listed fields supplemented by two years of progressively responsible experience in the planning, implementation and administration of social service programs.

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CLASS TITLE: **Specialist in Aging II (Cont'd)**

Knowledge, Abilities and Skill. Good knowledge of government funded programs, services and benefit available to senior citizens. Good knowledge of the needs and issues affecting the elderly. Good knowledge of contract and program review procedures. Good knowledge of resources and services provided by community social service agencies.

Ability to supervise and direct subordinate staff. Ability to evaluate program services against established requirements. Ability to access multi-level facilities.

Good supervisory skills. Skill in advocating on behalf of senior citizens. Good human relations skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2002  
City of Chicago  
Department of Personnel  
(Minimum Qualifications Revised October, 2008)