

TOWN OF MILTON  
JOB POSTING

*POSITION:* Outreach Coordinator  
*GRADE:* Level 7- \$60,877  
*DEPARTMENT:* Council on Aging  
*DATE:* June 22, 2020

**RESPONSIBILITIES:**

Employee works under the general direction of the Director of the Council on Aging. Employee plans, prioritizes, and performs work independently, in accordance with standard practices and previous training. This position performs responsible administration and advisory work in providing resource and referral information to elders in the community, and their families. Work includes assessing the needs of seniors and recommending services and benefits available to them; recruiting of volunteers; and assisting in the coordination and implantation of activities and programs at the Senior Center.

**REQUIREMENTS:**

Will have a minimum of five years' experience working in a Community Outreach/Nursing/Social Service field. Bachelor's Degree in Sociology, Gerontology, or related field. Experience dealing with diverse/multi-cultural clients.

*Special Requirements*

Licensed Social Worker Certificate or Gerontology Certificate

**RESPOND TO:**

Send letter of interest and resume to: Paige A. Eppolito, Assistant Town Administrator, Town Office Building, 525 Canton Avenue, Milton, MA 02186. **Position open until filled.**

See [www.townofmilton.org](http://www.townofmilton.org) for full job description.