

## SENIOR LIVABILITY COORDINATOR JOB SEARCH

The Township of West Orange is seeking a Senior Livability Coordinator for a two year period in fulfillment of a grant received from The Partners for Health Foundation, Montclair to create a Senior Livability Initiative. The Coordinator will serve as the point person for this Township initiative and will work 25 hours per week at \$30.00 per hour to begin as soon as possible. Some evenings may be needed to attend meetings and events. Applicant requires a Bachelor Degree in social work, health education, gerontology or a related field and should be familiar or have experience with the Senior Livability Initiative and the 8 Domains of Livability from the World Health Organization. Computer experience is a must, New Jersey Driver License required, bi-lingual and a West Orange resident is a preferred. Please respond to Theresa M. De Nova, Health Officer with resume at [tdenova@westorange.org](mailto:tdenova@westorange.org).

The Senior Livability Coordinator will be responsible for activities, such as the following:

- Establish a Senior Livability Initiative and effectively integrate programs into the Township and collaborate with a variety of audiences: human service organizations, such as, faith-based organizations, civic organizations and existing senior groups.
- Conduct a detailed analysis and gain an understanding of community assets and needs through a comprehensive review of the senior surveys and outreach to other municipal departments, especially the West Orange Health Department, the West Orange Recreation Department and the West Orange Division of Senior Services. Develop and adopt a formal plan for the Senior Livability Initiative for programming and activities based on this analysis.
- Engage a broad range of collaborators and work with municipal leadership and nonprofit Partners' to guide program strategy.
- Identify and deliver services that enhance existing community assets utilizing information from the senior survey and future needs assessments. Publicize new or expanded services and promote existing programs while utilizing the 8 Domains of Livability. Examples include:
  1. Develop and distribute a community calendar of elder-friendly activities and programs.
  2. Increase marketing and outreach for existing programs.
  3. Educate residents and service providers on the array of available services, such as, transportation and mobility options, through workshops, presentations, and/or user friendly website.
  4. Educate and assist senior residents on the use of web-based services, resources and communication methods (e.g. online grocery shopping, maintaining family connections through the use of social media outlets, and web based educational programs and workshops).
  5. Enhance the information and format on the senior services/older adult tabs on the Township website.
- Implement planned programs working in collaboration with multidisciplinary departments, senior groups and older residents promoting sustained living within the

Township.

- Target low-income and ESL seniors through specific marketing and advertising efforts.
- Monitor and evaluate program achievements and progress made towards each of the 8 age-friendly domains. Make improvements when necessary to ensure effective programming.
- Document and disseminate effective tools, strategies, and approaches, seeking additional resources to ensure program sustainability.
- Maintain current grant and apply for future grants to assist in expanding and developing additional programs.