

Senior Resources Coordinator Job Description

- Serve as primary point of contact for citizens with service needs and link them to the appropriate providers and community resources (e.g.; home services, transportation)
- Develop and maintain a resource directory of local service agencies, providers and voluntary organizations
- Disseminate resource information in print and other media. Manage information to post to a be-developed website.
- Educate the community (by speaker or self) on major issues they face (safe environment, patient advocacy, protecting assets etc.)
- Identify ways to reach out to folks who do not have access to online resources
- Communicate about services to combat isolation
- Coordinate with local officials (police, fire, welfare, health etc.) to provide outreach to citizens who might benefit from services.
- Coordinator will work with volunteers, but not directly supervise them.