



Town of Dighton
Board of Selectmen
979 Somerset Avenue
Dighton, MA 02715
Tel: (508) 669-6431
Fax: (508) 669-5667

COUNCIL ON AGING PROGRAM MANAGER

The Town of Dighton is seeking a skilled social services professional Program Manager to develop, plan, organize and direct programs and services in the Dighton Council on Aging; for senior citizens and caregivers, including the Prime Time Adult Supportive Program. In addition, the Program Manager will provide skilled supervisory, financial and administrative duties to ensure that programs and services are conducted in accordance with Town policies, federal, state and local laws.

Duties include but not limited to: Responsible for developing, organizing, implementing and coordinating the daily operation of COA programs and the non-medical day care services program in accordance with participants' needs and all mandatory requirements. Provide essential services to individuals and families. Research and prepare grant applications for Council on Aging programs. Maintains and updates the government tracking program; submits annual reports to the Massachusetts Office of Elderly Affairs. Oversees all aspects of grant and programming budgets. Designs marketing materials, brochures, calendars and presentations to publicize and promote COA programs. All other duties as required.

Education and Experience: Bachelor's degree in Health or Social Services; or a related field with at least one year of supervisory experience in a social or health service setting or comparable technical training in a geriatric or human service setting.

CPR certification, AED Certification; Required to obtain SERV Safe training and SHINE certification. T.B. Test and CORI Check required. Must be bondable.

Salary and Benefits: Full-time benefit eligible, 35 hour union position. \$26.04 per hour.

To Apply: Applicants should email a cover letter, resume, an application in PDF form (found at http://cms3.revize.com/revize/dighton/document_center/JOB%20VACANCIES/Employment%20Application.pdf) and the names of three references to: councilonaging@dighton-ma.gov, or mail or in person to office of the Board of Selectmen, 979 Somerset Avenue, Dighton, MA 02715. **Deadline to apply June 23, 2022 at 4:00 p.m.**

THE TOWN OF DIGHTON IS AN EQUAL OPPORTUNITY EMPLOYER.