



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

COUNCIL ON AGING OFFICE MANAGER

The Town of Dighton Council on Aging is seeking a customer service-oriented Office Manager to provide skilled secretarial, financial, and customer service work in supporting the activities of the Council on Aging., assisting with coordination of programs and services, providing accurate recordkeeping in accordance with federal, state and local laws.

Duties include but not limited to: Assists and answers questions of clients, public officials, department heads, state agencies and staff in person and by telephone; Greets visitors, receives inquires, and responds to complaints appropriately; makes referrals as appropriate. Provides administrative support to the Program Manager and CO Director. Assists with coordination of various programs and events; assists with coordination of transportation services. Maintains and updates the government tracking program; submits annual reports to the Massachusetts Office of Elderly Affairs Prepares and publishes and distributes monthly newsletter. Creates calendars, prepares promotional materials. Maintains department website and recipient database. Maintains client records. Prepares and mails monthly bills for program attendees; maintains records and statistics. Creates and submits payment vouchers; collects all fees for applications and completes turnover for the finance Department. Documents and verifies all invoices and payments. Assists with Prime-Time Program. Assists with safety and security of client needs and facility needs. Assists with programs and clients; All other duties as required.

Education and Experience: Associate's degree and two years full time office experience, preferably in a geriatric 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. \$21.12 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.