

Job Posting: Neighborhood Advisor for Older LGBT Community: 30 hours per week

Description: *Identify LGBT individuals aged 60 and older in need of services across the diverse communities of the county. Link those in need with resources; help older LGBT adults maintain a level of independence to remain in the community; share information with providers of aging and LGBT services.*

Responsibilities

- Build relationships
 - identify key contacts with providers of aging services and LGBT services, and community organizations
 - promote awareness of SAGE Upstate resources
 - keep referral list current with information and resources to use for referrals
- Outreach through programs, networking, and publications
 - Promote services through SAGE programs and events
 - Develop and lead new programs as needed on identified needs
 - Write articles for the SAGE newsletter, website and social media sites
 - Make presentations and promote services at diverse community sites
 - Reach 100 clients per year
- Maintain records and submit reports monthly, including:
 - Demographics, services provided, outcomes; participant feedback, volunteer hours
 - Make reports using the National Aging Program Information System and SAGE database
 - Attend orientation and in-service trainings offered by the Department of Adult and Long Term Care Services
- Assist with SAGE Upstate activities as needed

Qualifications

- Computer skills, including proficiency in Microsoft Office and data base entry
- Two-year college degree in a social related field OR equivalent of four years full time work and experience in geriatric case work
- Knowledge of Onondaga County community services for older adults and LGBT people
- Cultural competence related to working with older adults, LGBT people, people of different races and different abilities
- Reliable transportation
- Effective communication skills – oral and written
- Interpersonal skills to effectively work with groups of people with diverse needs

To Apply

Send resume, cover letter, and 3 references to:

Kim Dill, SAGE Upstate, 431 E Fayette St. Syracuse, NY 13202 or kdill@sageupstate.org

30 hours per week; Salary Range: 29,000 – 31,000