



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Elderly Hispanic Program Coordinator

Salary: \$19.50/hr – This is a durational/grant funded position with no union affiliation. The employment period for this part-time position will conclude *September 30, 2018*; although this period could be shorter if necessitated by business factors.

To Apply: Please mail, deliver or email the supplied application, resume and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office/Human Resources Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than *Friday, August 4, 2017*.

Program Overview:

The Elderly Hispanic Program provides information and assistance, available in both in Spanish and English to Bridgeport seniors. Program staff assess the needs of all seniors by conducting a brief eligibility screening and informing them of the latest information on opportunities and services available at the state and local level. The Program Coordinator assists seniors to remedy issues as time is permitted. Seniors in need of further assistance are referred according to relevant community organizations to provide specialized services. The Elderly Hispanic Program is committed to ensuring that each client is served in both a welcoming and culturally sensitive environment.

General Statement of Duties:

The Elderly Hispanic Program Coordinator will provide one-on-one benefits counseling to Medicare eligible beneficiaries and their caregivers. The coordinator also does outreach and group level presentations throughout the community, completes Form 5s on each client, and enters data into a database for Southwestern Connecticut Agency on Aging.

Typical tasks, assignments, responsibilities:

1. **One-on-One Counseling**
 - a) Works both diligently and patiently with each Spanish-speaking senior to provide them with the proper evaluation, resources, and information that they need.
 - b) Conducts home visits for seniors who have limited mobility so they too can take advantage of the benefits they are entitled to.
 - c) Provides referrals to appropriate agencies which enables individuals to access needed services such as financial assistance, nursing home, transportation, home care, nutrition, adult daycare, etc.
2. **Outreach**
 - a) Outreach conducted throughout Bridgeport to promote the Elderly Hispanic Program.
3. **Group level presentations**
 - a) Supplemental Security Income (SSI)
 - b) Medicaid and Medicaid Waivers
 - c) Energy Assistance

- d) Caregiver Program
- e) CT Home Care Program for Elders

4. Manage grant reporting and deliverables

- a) Work closely with Health Department staff to prepare reports for and communicate with State funders.
- b) Keep appropriate records for all grant-funded activities.
- c) Ensure requirements for grant deliverables are understood and presented to funders on schedule.

Minimum Qualification and Requirements:

The successful candidate will be familiar with Medicare, Medigap, Medicare Managed Care, Medicaid, Medicare Managed Care, Medicaid, Long Term Care Insurance and other state & federal programs. S/he will possess excellent networking, listening, organizational and writing skills; as well as ability to self-motivate and coordinate work with collaboratives. Ability to speak, read, and write Spanish, is preferred.

Additional Desired Qualifications include:

- Bachelor's degree in social work, counseling or human services
- Excellent organizational skills.
- Excellent interpersonal and communication skills.
- Highly proficient with Microsoft Office and general computer skill.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

**For further information and contact:
CIVIL SERVICE COMMISSION/HUMAN RESOURCES OFFICE
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103**

This is the application for the Food Policy Coordinator position only.

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Resume
3. Contact information of three (3) professional references

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

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CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive/Seasonal Employment Application

Position Applied for	Elderly Hispanic Program Coordinator	Date	
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APPLICANT INFORMATION										
Last Name					First Name				M.I.	
Mailing Address							Apartment/Unit #			
City				State				ZIP		
Phone				E-mail Address						
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Have you ever worked for the City of Bridgeport before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?					

EDUCATION										
High School					Address					
From	To	Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree			
College					Address					
From	To	Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree			
Other					Address					
From	To	Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree			

REFERENCES										
<i>Please list three professional references.</i>										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										

PREVIOUS EMPLOYMENT						
Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature		Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____