

# Trumbull Advocacy and Protective Network

## Job Description

### **TAPN Director**

**Responsible to:** TAPN Executive Board (Reporting to TAPN Chair)

**Job Summary:** At the direction and discretion of the TAPN Executive Board, the Director will manage the ordinary operations of the Network and help to maintain ongoing direction and focus for the group.

**Duties shall include:**

- Organize day to day operations of TAPN as directed by the Executive Board (such as record maintenance, fund development, staff supervision, membership issues, etc.).
- Assist Executive Board with Network planning to improve senior services county-wide and achieve the stated mission of TAPN (such as advisory board development, quality control systems, long and short-term goal development, etc.).
- Help to develop and maintain a positive working relationship between the Network and all related segments of the community (such as membership contacts, community awareness presentations, team building, gatekeeper issues, etc.).
- Maintain appropriate professional standards, ethical conduct and cooperative attitude necessary to support the goals of TAPN (such as pursuing appropriate continuing education, completing ongoing related literature review, facilitating a cooperative environment, etc.).
- Perform other duties as assigned by the TAPN Executive Board through the TAPN Chair.

**Qualifications:**

Bachelor degree, or higher, with a major in Social Work or related field preferred.

Professional social service license in the State of Ohio preferred.

Ten years of social service experience preferred, with at least five years working with senior citizens.

Familiarity with, or ability to learn, the range of services available to seniors in Trumbull County.

Superior communication and organizational skills.

Basic computer literacy.

\_\_\_\_\_  
(Director)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(TAPN Executive Board Representative)

\_\_\_\_\_  
(Date)

**NOTE:**

This is a working document. Revisions may follow after sufficient time has passed to evaluate the long-term needs of the Director and the Network.