

## **I. DUTIES OF COORDINATOR:**

**Senior Services Landscape Assessment:** The Senior Coordinator shall conduct a comprehensive assessment of the senior services landscape in Los Gatos, including:

- Identifying existing service providers and their offerings
- Assessing service gaps and unmet needs
- Understanding the demographic characteristics of the senior population

**HUB Access:** The Senior Coordinator shall have full access to the HUB for all purposes related to senior services coordination.

**Metric Development and Monitoring:** The Senior Coordinator shall establish and monitor key performance indicators (KPIs) to measure the effectiveness of senior services, including:

- Service utilization rates
- Participant satisfaction
- Cost-effectiveness
- Accessibility
- Collaboration among providers

**Service Integration and Streamlining:** The Senior Coordinator shall conduct analysis to identify overlaps in service delivery, integrate services where appropriate, and make recommendations to streamline the services provided by service providers.

**Community Engagement:** The Senior Coordinator shall:

- Attend and participate in meetings of the Community Health and Senior Services Commission (CHSSC)
- Report to the CHSSC on the progress of senior services initiatives
- Assist with the implementation of the Senior Services Road Map
- Serve as the point of contact for the provider of recreational services to older adults
- Receive information from the CHSSC on its activities
- Be the point of contact for questions about volunteer activities
- Facilitate the review and presentation of the annual assessment of senior services to the Town Council