

Senior Citizens Aide I

Kind of Work

This is subprofessional social service work in assisting senior citizens in the community.

Examples of Work

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Contacts senior citizens to locate citizens in need of assistance; visits senior citizens in homes, hospitals and other institutions; makes referrals to related agencies; assists elderly citizens to keep medical and other appointments; instructs citizens in arts and crafts, hobbies and recreational activities; plans lunch menus and shops for related supplies; assists in meal preparation; serves lunches to seniors at center; prepares carry out lunches; decorates center for holidays; assists in the maintenance of center and related facilities; collects fees for use of center; prepares reports on fees collected and van use; plans monthly activity calendar; schedules speakers for center programs, transports assigned vehicles for maintenance; arranges for special events and recreational activities and programs; performs related work as required.

Essential Requirements of the Work

Some knowledge of the social and economic problems of senior citizens; ability to readily acquire a good working knowledge of community welfare, health and recreational services and resources available to citizens in need; ability to follow oral and written instructions; ability to compile simple reports; ability to establish and maintain effective working relationships with other employees, the elderly and the general public.

Distinguishing Features of the Work

An employee in this class performs a wide range of services to aid and assist senior citizens. Work is performed in accordance with the established policy and procedure under the general supervision of a superior. Work involves considerable direct contact with senior citizens. No supervision is exercised over others. The incumbent may be required to lift objects weighing over forty pounds.

Compensation: \$10/hour

Time Requirement: not to exceed 30 hours per week

Preferred Pathway: no preference

Number of Openings:

Desired GPA: 2.5