

Department: In all Civil Divisions
Classification: Labor
Grade: 4

SPEC DISK E2
DOCUMENT 35

AGING SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of tasks in a municipal Office for the Aging including outreach, information and referral duties. This position involves sub-professional work in support of Office for the Aging activities. The position is employment for persons who can successfully relate to elderly people and understand issues related to an aging population. The work is performed under direct supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Engages in activities in support of Office for the Aging programs;
Works directly with older persons or their delegates to help meet needs;
Makes home visits in response to requests of individual older persons and reports needs to professional staff;
Distributes and relates information about resources and services available in the community;
Assists in obtaining services for individual older persons.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of geographic area served by the Office for the Aging and its social condition; working knowledge of programs and services available through the Office for the Aging and other services providers; working knowledge of the characteristics, needs and interests of older persons; ability to communicate with older persons who may have physical or language difficulties; ability to relate to and motivate older people; empathy in handling sensitive human problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

Revised: January 25, 2007