

Department: Aging Services
Classification: Competitive
Grade: 7

SPEC DISK E2
DOCUMENT 40

SENIOR AGING SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility to provide support to technical and professional staff in carrying out a variety of activities in the aging program. The position involves both office and field assignments in working with both Aging Services Aides and volunteers in a variety of settings. The work is performed under general supervision of the Director, Office for the Aging or Aging Services Coordinator with leeway allowed for the exercise of limited independent judgment in carrying out details of the work. Supervision is exercised over the work of volunteers and Aging Services Aides. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides accurate, up-to-date information and referral services both in the office and at central locations in various towns in the County relative to aging services programs;
- Supervises Aging Services Aides and volunteers who work directly with older persons or their delegates in carrying out details or components of the service programs;
- Provides bi-weekly consultation with nutrition site managers and participants to aid solving problems dealing with program components;
- Assesses client eligibility for home delivered meals program component and acts as supervisor for on-going cases to insure food is delivered promptly and efficiently;
- Supervises Aging Services Aides and volunteers in assisting site managers with planning and conducting recreational activities under the auspices of the County Department;
- Supervises volunteers at contact stations in response to requests for aging service programs, information and materials;
- Makes home visits to senior citizens, as required, to help in obtaining applications for program information, resources or services;
- Determines client eligibility and certifies benefits for low income emergency assistance components;
- Organizes and conducts crime prevention information programs at senior citizen centers and nutrition sites;
- Issues senior citizen identification cards;
- Distributes Vial of Life Medic Alert tubes to older persons;
- Works with Aging Services Aides and volunteers to coordinate with other service providers for home bound elderly persons;
- Contacts area post offices on a regular basis to insure maintenance of the Postal Alarm System to insure delivery of mail to senior citizens;
- Supervises and assesses eligibility for the Chore Service Program component administered by the Office for the Aging, determines the type of service needed through discussion with the client, and monitors service procedures;
- Aids professional staff in developing and conducting County-wide aging services program recreational events;
- Aids the legal service provider in implementation of program components for older persons.

SENIOR AGING SERVICES AIDE- Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of programs and services available to older persons through the Office for the Aging and other social service program providers; good knowledge of the geography of the area served by the Office for the Aging; good knowledge of social and living conditions of older persons in the County; good 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 plan and supervise the work of others; ability to relate to or motivate older persons; empathy in handling sensitive human problems; ability to communicate clearly and effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma and one year of experience in providing private or public agency social services to older persons or in a community agency involving delivery of human services to clients in various age groups; or
- (b) Three years of experience as described by the limits of (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Amended: 9/24/92