

AGING SERVICES AIDE

GENERAL STATEMENT OF DUTIES: Performs a wide variety of tasks in a municipal office for the aging including outreach, information and referral duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves sub-professional work in support of office for the aging activities. The position is intended to permit employment for older persons who can successfully relate to other older persons. The work is performed under direct supervision.

EXAMPLES OF WORK: (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;
- Transports older people by automobile for such purposes as medical and dental appointments, shopping, educational activities, church services and meal programs;
- Distributes and relates information about resources and services available in the community;
- Assists in obtaining services for individual older persons.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of geographic area served by the office for the aging and its social conditions; working knowledge of programs and services available through the office for the aging and other services providers; working knowledge of characteristics, needs and interests of older persons; ability to communicate with older persons who have physical or language difficulties; ability to operate an automobile under adverse weather conditions; ability to relate to and motivate older people; empathy in handling sensitive human problems; and good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: None is required.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for the appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.