

AGING SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: Work involves providing assistance and care of various types to the elderly, in support of a variety of Office for Senior Resources activities and programs. Responsibilities include providing assistance to senior citizens relative to awareness and explanation of, application to, and paperwork for a range of programs and benefits available to them, both on the County level and other sources. Incumbents may act as liaison or advocate for senior citizens relative to such programs or benefits. Specific duties will vary according to program assignment. Incumbents may make home visits when required. Work is performed under direct supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

When assigned to day care site:

Participates in all daily activities of day care site, such as conversation with clients, participation in occupational activities with clients, assisting clients with eating, toileting, and personal care, and related activities;
Maintains records relative to staff time and to client information;
Produces reports relative to staff time and mandated client information, as needed;
Collects money, maintains accounts and makes deposits as necessary;
Produces quarterly article for Day Care Newsletter;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

When assigned to Outreach Program:

Participates in activities in support of Office for Senior Resources programs;
Works directly with senior citizens or their delegates to help identify and meet needs;
Makes home visits when requested by senior citizen, and reports to professional staff;
Explains, informs, and distributes material relative to resources, services and benefits available in the community;
Assists Senior Citizens in understanding various programs and benefits;
Assists obtaining services for senior citizens;
Performs a variety of related activities as required.

AGING SERVICES AIDE (cont'd)

When assigned to Weatherization Referral And Packaging (WRAP) Program:

Participates in activities in support of Office for Senior Resources programs;
Works directly with senior citizens or their delegates to help identify and meet needs;
Makes home visits when requested by senior citizen, and reports to professional staff;
Explains, informs, and distributes material relative to resources, services and benefits available in the community;
Assists in identification of low income, energy vulnerable elderly households;
Assists in the assessment in the level of need and the determination of whether services in addition to Weatherization assistance program are needed;
Assists in the review of local resources and matching of needs and eligibility with available services;
Assists Senior Citizens in understanding various programs and benefits;
Performs a variety of related activities as required.

When assigned to Medical Transportation Program:

Assists in coordinating volunteer drivers with clients and medical appointments;
Assists with coordinating vehicle maintenance with usage schedule;
Receives and reports voluntary contributions from clients;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of geographic area served by the Office for Senior Resources and its social conditions; good knowledge of the characteristics, needs and interests of the elderly; working knowledge of community resources and county programs for senior citizens; ability to understand and carry out non-technical oral and written directions; ability to communicate with elderly people who may have physical or language difficulties; ability to relate to and motivate elderly people; empathy in handling sensitive human problems; dependability; neat appearance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma.