

AGING SERVICES HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving assistance and care of the elderly, in support of a variety of Office for Senior Resources activities and programs. Work may take place at a variety of locations throughout the County. Incumbents of this position do not perform home visits. Duties include providing both social and physical aide services to elderly clients. Support services performed by incumbents of this position are essential to enabling senior citizens to remain at home and avoid institutionalization. The work is performed under direct supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Engages in a variety of activities in support of Office for Senior Resources programs for the health, safety and enjoyment of the elderly;
Promotes mental alertness through conversation and participation in occupational activities with clients;
Serves meals and snacks, and assists clients with eating;
Assists clients with toileting, and a variety of personal care activities;
Distributes and relates information about resources and services available in the community;
Assists in obtaining services for senior citizens on an individual basis;
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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of geographic area served by the Office for Senior Resources and its social conditions; working knowledge of the characteristics, needs and interests of the elderly; 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.

MINIMUM QUALIFICATIONS:

None required.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

12/81; 9/97; 9/06; 5/14

Labor Class
(Title V)