

SENIOR CITIZEN AIDE

Department: Human Services
Classification: Non-Competitive
Specification Number: 1880
Approved: 7/27/23
Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title may act as a helper for senior citizens in need of information and services available to them in the community, or may perform assignments which provides any other assistance to senior citizens. Duties may include advising senior citizens of such opportunities as employment, health and counseling services. Supervision is received from an administrative supervisor; and work is reviewed through written reports and the performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES

Informs senior citizens of employment opportunities, volunteer opportunities, health and social services available to them and encourages them to utilize those services available to them;
Makes referrals to, or secures appropriate information from, health or social services;
Conducts follow-up contact with senior citizens to ascertain the appropriateness of help received, need for additional help or encouragement;
Attends meetings conducted for training and information;
Reports conditions of health hazards, transportation needs and housing problems to appropriate Town authorities;
May be employed in projects, or at facilities, which involve community services.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the services offered to senior citizens by the Town and private agencies; good knowledge of senior citizen complications and needs; ability to communicate with elderly residents who may have physical or language impairments; ability to understand and follow instructions; good judgment in dealing with those who need help; empathy in handling sensitive human problems; patience; tact; physical condition commensurate with the demands of the position.