

# **SENIOR CITIZEN AIDE II**

**Department: Human Services**  
**Classification: Non-Competitive**  
**Specification Number: 1890**  
**Approved: 7/27/23**  
**Revised: By JG**

## **MINIMUM QUALIFICATION**

Graduation from a standard senior high school and two (2) years of experience working with programs for the elderly, or in the delivery of health, social, educational or community services.

## **NECESSARY SPECIAL REQUIREMENTS**

At the time of appointment and during employment in this title, candidates must possess a valid New York State driver's license.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, an employee in this title assists senior citizens in utilizing agencies and services designed to meet the needs of the elderly. The duties of this position differ from those of the Senior Citizen Aide in that the Senior Citizen Aide II visits community centers for senior citizens and homebound senior citizens, to acquire an in-depth understanding of each individual's problems and provide assistance. Incumbents exercise some independent judgment within established guidelines. Supervision is received from an administrative supervisor and is reviewed through conferences and written reports. Performs related work as required.

## **TYPICAL WORK ACTIVITIES**

Interviews clients at nutrition sites and at a senior citizen center to ascertain individual needs, and appropriateness of help received;  
Assists senior citizens in obtaining and filling out forms to obtain services;  
Provides interpretation of documents;  
Makes telephone calls and arranges medical transportation for clients;  
Explains federal, state and local programs available to the elderly;  
Accompanies senior citizens on interviews with agencies providing appropriate services;  
May contact agencies on behalf of the client;  
Makes visits to the homebound in order to provide services.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the services offered to senior citizens by the Town and private agencies; good knowledge of senior citizen problems and needs; ability to communicate with elderly residents who may have physical or language impairments; patience; tact; ability to understand and follow instructions; physical condition commensurate with the needs of the position.