

AGING SERVICES TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility making investigations of the need for services by elderly individuals, and in certain instances, renders services consistent with departmental policies. A person in this position should enjoy frequent contact with the elderly. The work is usually performed under close and direct supervision of a superior. Supervision is not a regular responsibility of this position.

TYPICAL WORK ACTIVITIES:

- Makes investigations to determine needs, eligibility for various programs or to verify and confirm information;
- Makes referrals to other agencies when indicated;
- Makes and carries out plans to alleviate the social and financial problems of individuals;
- Contacts employees, relatives, friends, physicians, hospitals, and other agencies regarding the general well being of the client;
- Maintains case records;
- Writes letters and reports as required;
- Cooperates with superiors regarding daily service plan;
- Reviews cases to determine changes in the clients' situations affecting the eligibility or need for services;
- Maintains contact with various community organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of federal, state, and local laws and programs relating to the needs of the elderly; ability to establish and maintain successful relationships with others, especially the elderly; good powers of observation and analysis; ability to communicate effectively both verbally and in writing; initiative; tact; judgement; emotional maturity; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Graduation from a regionally accredited or New York State registered two year college or university with an Associate degree in the behavioral sciences, (sociology, psychology) recreation, human services, or a closely related field;

OR

B.) A license to practice as a registered professional nurse in New York State, or eligibility for such license;

OR

C.) Graduation from high school or possession of a high school equivalency diploma and two years full time paid experience, other than clerical or custodial, in a community service organization;

D.) Four years of full time paid experience other than clerical or custodial, in a community service organization.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/21/79

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