

DAY CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing clerical tasks and participating in delivery of services for persons attending a day care center for the elderly. Duties are performed under the general supervision of the Day Care Center Supervisor according to established procedures and practices. A Day Care Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Types vouchers, ledger cards, correspondence, and grant applications;
- Classifies receipts and expenditures, makes entries in journals, verifies and reconciles account balances;
- Participates in the conduct of social, recreational, and other therapeutic activities for clients;
- Provides shopping assistance for clients;
- Assists with personal grooming and hygiene;
- Participates in meal service and cleanup;
- Accompanies clients to doctor and dental appointments;
- Arranges transportation for clients and provides such scheduling to drivers;
- May accompany clients to and from day care center and their homes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of business arithmetic and English; working knowledge of the characteristics, needs, and interests of the elderly; ability to type accurately at the rate of 25 words per minute; ability to write legibly; ability to follow oral and written instructions; ability to communicate with persons having physical or language impairments; clerical aptitude; empathy in handling sensitive human problems; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical experience;

OR

C.) One year of experience in the delivery of services for the elderly;

OR

D.) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Persons in this class may occasionally be contacted by clients outside of normal working hours.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 5/5/81

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