

## DAY CARE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the care of the elderly in a day care setting. Duties are performed under the direct supervision of a Caseworker in accordance with department policies. A Day Care Assistant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Discusses the problems of aging with senior citizens and advises them of assistance available at the Linwood Center;
- Determines needs and possible eligibility for programs such as Social Security, Medicaid, Food Stamps, housing and fuel assistance, etc.;
- Records information regarding clients' well being;
- Assists clients in completing applications required for aid;
- Participates in the conduct of social, crafts, and therapy programs for senior citizens;
- Implements treatment plans under the supervision of a Caseworker;
- Provides shopping assistance and financial management advise;
- Assists with personal grooming and hygiene;
- Recruits and trains volunteers;
- Participates in meal service and cleanup;
- Arranges clients' doctor and dental appointments with caregivers;
- Assists disoriented persons.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the Federal, State, and local programs addressing the needs of the elderly; working knowledge of the characteristics, needs, and interests of the elderly; ability to acquire an increased knowledge of Linwood Day Care Center programs and activities; ability to communicate clearly and effectively verbally and in writing; ability to supervise the work of others; 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 a regionally accredited or New York State registered college or university with an Associate's degree in social sciences;

OR

B.) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the direct delivery of services to the elderly;

OR

C.) Two years of experience in the direct delivery of services to 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: 6/19/90

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