

SENIOR AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves routine tasks in support of the Cattaraugus County Aging Services Program. Duties are performed under the direct supervision of the Aging Services Planner. New or unusual assignments are explained by the supervisor. A Senior Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Distributes literature explaining services available for the senior citizens;
- Assists the elderly in obtaining help either in their home or at the Department of Aging office;
- Relays the needs of shut-ins to the department staff;
- Helps prepare and serve meals at nutrition centers;
- Provides shopping assistance, pays bills, cashes checks for clients;
- Answers telephone;
- Assists senior citizens with personal grooming and hygiene;
- Sets out supplies for leisure time activities;
- Assists disoriented persons;
- Takes photos for identification cards;
- Sorts, folds and addresses mailers.
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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the characteristics, needs and interests of the senior citizen; working knowledge of the program and services available through the Cattaraugus County Department of Aging; ability to communicate with persons having physical or language impairments; ability to motivate older persons; empathy in handling sensitive human problems; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/4/80