

AGING SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves sub-professional work in support of Office for the Aging activities, including outreach information and referral duties. The position is intended to permit employment for older persons who can successfully relate to other older persons. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Engages in activities in support of Office for the Aging programs;
Works directly with older persons or their delegates to help meet needs;
Makes home visits in response to requests of individual older persons and reports needs to professional staff;
Distributes and relates information about resources and services available in the community;
Assists in obtaining services for individual older persons.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of geographic area served by the Office for the Aging and its social conditions; working knowledge of programs and services available through the Office for the Aging and other services providers; working knowledge of the characteristics, needs and interests of older persons; ability to communicate with older persons who may have physical or language difficulties; ability to relate to and motivate older people; empathy in handling sensitive human problems.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.