

AGING SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves sub-professional work in support of office for the aging activities. This position provides access to any applicant interested in employment opportunities within the human services or aging field, as well as providing employment opportunities for older workers. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May act as food-site manager;
Assists in completion of standard applications for special programs;
Engages in activities in support of office for the aging programs;
Works directly with older persons or their delegates to help meet needs;
Provides escort services as needed;
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 KNOWLEDGES, 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

APPROVED: AUGUST 14, 1981
CIVIL SERVICE CLASSIFICATION: LABOR