

CLASS TITLE: Elderly Aide III

CHARACTERISTICS OF THE CLASS: Under supervision, performs responsible administrative and clerical functions and assists in providing social service related programs for the elderly; and performs related duties as required.

EXAMPLES OF DUTIES: Maintains and updates administrative records related to programs and services; prepares and maintains attendance and payroll records for staff members; responds to written, telephone and walk-in information inquiries; maintains ledger and voucher payment records; oversees the ordering, storage and distribution of supplies; receives, sorts and files various records; posts and maintains bulletin board announcements; prepares periodic and special reports as required; provides information to senior citizen clients regarding various city, state, federal and community sponsored services and programs; explains departmental social service programs and eligibility requirements; determines client's needs and refers to appropriate professional staff members; assists clients in completing RTA/CTA, medical alert, carrier alert and other special senior citizen service applications; prepares client files and ensures copies of necessary documents are maintained; refers clients to other social service programs or government and/or community agencies; conducts various senior citizens group activities; accompanies senior citizen groups on a variety of field trips and recreational outings.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience/Full-Time. One year of community or social service experience or an equivalent combination of training and experience.

Training and Experience/Part-Time. One year of community or social service experience, or an equivalent combination of training and experience. Must be at least 55 years of age and meet federal program requirements.

Knowledge, Abilities and Skill. Good knowledge of community and/or social service programs for the elderly. Some knowledge of payroll preparation and voucher processing.

Ability to prepare reports and perform general office duties. Ability to communicate with the elderly population. Ability to organize work effectively and maintain files.

Skill in preparing applications and forms. Skill in providing information and assistance to senior citizens. Skill in performing office clerical functions.