

Job Description: AGING SERVICES WORKER

CLASS NO. 1269

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 107

FLSA: Non-exempt

SUMMARY OF POSITION:

Assists in the day-to-day operation of the four Aging Services centers, including maintaining records and files, preparing routine reports, and providing direct assistance to the elderly in a manner that best facilitates their needs.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Aging Services Director or Site Manager.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with other departmental employees at a senior center and with senior who participate in the different programs.

EXAMPLES OF WORK:

Essential Duties*

Greets the public in person or via telephone, providing information on programs, responding to simple questions and requests, and referring more complex issues to the appropriate person, giving directions, and taking messages where appropriate;

Assists in preparing, serving, packaging, and delivering meals to senior citizens who participate in the Aging Services program;

Reviews, validates, and processes documents requiring basic knowledge and expertise in particular area(s); and

Other Important Duties*

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

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Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill to: operate a computer using standard word processing, data inquiry, or spreadsheet software packages, if needed.

Ability to: understand and interact effectively with elderly persons, establish and maintain effective working relationships with other county employees and senior citizens; and establish and maintain simple records and files and organize statistical or financial data for reports.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, plus two years of related experience working with the elderly;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Appropriate Texas Driver's license or available alternate means of transportation. Employee Food Certificate as directed by the State of Texas.