

SENIOR SERVICES SITE ATTENDANT

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DEFINITION

Under general supervision, to plan, coordinate, and conduct activities and services at an assigned Senior Citizens Center; to be responsible for and conduct community outreach, ensuring that citizens are aware of Senior Citizens Services; to perform the full range of functions at a Senior Citizens Center, as necessary; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This Senior Citizens Site Attendant classification is responsible for operating a Senior Citizens, including supervising patron use and ensuring proper delivery of services at an Mono County Senior Citizens Center. They also conduct community outreach and perform the full range of duties required to ensure successful Center operations.

REPORTS TO

Program Manager – APS/CPS or Social Worker staff, as assigned.

CLASSIFICATIONS SUPERVISED

Provides lead direction for other support staff and volunteers which may be assigned to a Senior Citizens Center.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, coordinates, and conducts services and activities at an assigned Mono County Senior Citizens Center; maintains economical operation of a Senior Citizens Center; provides lead direction and guidance for other support staff which may be assigned to a Senior Citizens Center; ensures proper supervision of volunteers who assist with Center activities and services; prepares requests for materials and supplies required to operate a Senior Citizens Center; performs proper maintenance and updating of inventory records; performs the full scope of assignments required for Center functions, programs, and services; temperature and sanitation of meals which are delivered; may perform medical transportation escort services; performs community outreach and represents the Center in the local community.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up or move objects; physical ability to lift and carry objects weighing up to 50 lbs. without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX, safely drive a vehicle.

TYPICAL WORKING CONDITIONS

Work is performed in a Senior Citizens Center and office environment; work is performed in an environment with regular presence of clients; some exposure to chemicals, cleaning solutions, and bleaches; regular exposure to moisture and wetness; work requires driving in various weather conditions; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

The functions, activities, and services of a Senior Services Site.

Methods, practices, and procedures used in ordering and storing materials and supplies required for Senior Citizens Center operations.

Proper record keeping and inventory reporting methods.

Safe driving principles.

Normal behavior and emotional needs of senior citizens.

Physical signs and symptoms requiring medical assistance.

Agency and community resources.

Ability to:

Plan, coordinate, and conduct the functions and activities of a Mono County Senior Services Center.

Work with clients and provide activities and services.

Maintain accurate records and prepare reports.

Safely operate a motor vehicle.

Work on own initiative without close supervision.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of previous work experience in providing client services in a public setting.

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DESIRABLE QUALIFICATIONS (continued)

Special Requirements:

Possession of a valid and current driver's license.

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