

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Office for the Aging
SR. AGING SERVICES AIDE
(PT & FT Options Available)

\$26,925 - \$31,675

DATED: August 19, 2022
LAST DAY FOR FILING: September 1, 2022
EOE

DISTINGUISHING FEATURES OF THE CLASS: This position involves para-professional work in support of Office for the Aging activities, including supportive services to older and/or disabled persons and their caregivers. The incumbent performs a wide variety of tasks as an advocate for older/disabled persons and their caregivers including outreach, information, and referral duties as well as direct services provided by the Office for the Aging. The incumbent is responsible for entering and retrieving information from multiple websites as well as state wide databases. The work is performed under general supervision of the Director; does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Engages in activities in support of Office for the Aging programs;

Works directly with older/disabled persons or their delegates/caregivers to help meet their needs including assisting with light housekeeping, cooking, laundry, grocery shopping and simple errands;

Provides caregiver respite in the home or community to provided informal caregivers a break from caregiving duties;

Assists in searching for safe, stable and affordable housing when needed;

Provides and explains information about resources and services available to assist with identified needs;

Assists in obtaining services and applying for benefits/programs for older/disabled individuals. Assistance includes researching eligibility information and gathering required documentation in addition to completion of required forms which may be in hard copy or on-line;

Transports consumers to medical/dental appointments or shopping.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of geographic area served by the Office for the Aging; good knowledge of community characteristics; good knowledge of computer applications and ability to work with and learn various applications; good knowledge of the needs and interests of older/disabled persons and their caregivers; ability to communicate with older/disabled persons who may have physical or language difficulties including limited English proficiency; ability to relate to and motivate older/disabled people and their caregivers; empathy in handling sensitive human problems.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND one (1) year full-time, or its part-time equivalent, clerical experience involving work with the general public, or supportive duties to elderly or disabled persons and their caregivers, or experience in a human service field.

NOTE: Six (6) months of experience may be replaced with six (6) months of college education in human services or a related field. Verifiable part-time or volunteer experience may be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: A valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained during employment. Incumbents will be required to have reasonable access to transportation to meet field work requirements.

BACKGROUND INVESTIGATION: Successful completion of a background investigation as required under NYS Codes for EISEP (Section 6654.17(k)(2), prior to appointment.

HEALTH SCREENING: Provide record of immunizations, tests, and vaccines including negative TB test, flu & COVID vaccines and immunization for rubella & measles as required under 10 NYCRR section 766.11(c) and (d).

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com.