

## **TITLE V INTERN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is temporary work involving a variety of tasks in a municipal office for the aging to support the service program. This position is designed for workers eligible to participate in the Title V program. The work is performed under the supervision of department employees.

### **TYPICAL WORK ACTIVITIES:**

1. Assists Site Managers in packing and/or organizing meals;
2. Delivers meals to homebound elderly;
3. Assists in kitchen at site, washing dishes, assembling meals, etc.,
4. Distributes meals at site;
5. May keep simple records such as attendance;
6. May perform office tasks such as processing forms, filing, light typing, etc.;
7. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to work well with others; courtesy; tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

None.

### **SPECIAL REQUIREMENT FOR APPOINTMENT:**

An appointing authority may require the possession of a valid New York State driver's license at the time of appointment.

HU1308

ADOPTED: 3/2/95