

## **AGING SERVICES AIDE**

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

This position involves a variety of tasks in a municipal office for the aging to support the service program. The majority of time is spent in delivering meals to the homebound elderly. The work is performed under general supervision.

### **TYPICAL WORK ACTIVITIES:**

1. Engages in activities in support of Office for the Aging program;
2. Assists Site Managers in packing and/or organizing meals;
3. Delivers meals to homebound elderly;
4. Observes if client appears to be in physical distress and reports condition to departmental staff;
5. Maintains time and mileage records;
6. May distribute and relate information about resources and services available in the community;
7. Does related work as required.

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

Good knowledge of geographic area served by the Office for the Aging; good knowledge of the safe operation of a motor vehicle; working knowledge of programs and services available through the Office for the Aging and other services providers; working knowledge of the characteristics, needs and interests of older persons; ability to communicate with older persons who may have physical or language difficulties; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

None.

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

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

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ADOPTED: 11/16/76

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