

TOWN OF EAST WINDSOR

Job Description



DEPARTMENT SENIOR CENTER

TITLE SENIOR CENTER PROGRAM ASSISTANT & SENIOR OUTREACH STAFF - PART TIME (25 HOURS) WITH PRORATED BENEFITS

POSITION GOAL

This position's purpose is to promote a broad range of group and individual activities and services to respond to the diverse needs and interests of older adults. The position will also work to identify psychosocial needs of the seniors and individuals with disabilities and provide information, referrals and services to address those needs.

PRIMARY DUTIES

- Assist in the planning, promoting and enlisting of participation in a broad range of group and individual activities and services for older adults and adults with disabilities within the East Windsor Senior Center and at other approved and appropriate off-site locations
- Actively participate in Senior Center activities with older adults
- Provide assistance with seeking and completing grant applications and reports to benefit the Senior Center and its participants
- Provide appropriate set up and break down required for programs and act as Trip Leader for off-campus trips
- Assist the Nutrition Coordinator with congregate lunchtime as needed
- Assess the psychosocial needs of the seniors and adults with disabilities, provide one on one conversation to determine needs
- Provide information and make referrals for services and provide direct services as appropriate to meet identified needs
- Work closely with Director and Human Services staff to ensure that identified needs are met
- Perform related clerical tasks and duties as necessary and/or requested which includes answering the telephones, responding to client inquiries and typing
- Work as a team member with all Senior Center, Human Services, and Department of Park and Recreation staff
- Hours and schedule are very flexible to meet the needs of the Center and the participants

ADDITIONAL DUTIES

The above describes the most significant duties performed and are not to be considered a detailed description of every duty that is required of the position. Other Senior Services related duties may be assigned as needed.

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Senior Center Program Assistant & Senior Outreach Staff
Part Time with Prorated Benefits
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SUPERVISED BY

The Senior Center Program Assistant will receive oral and/or written direction from the Director of Social Services.

QUALIFICATIONS PROFILE

Bachelor's Degree in Social Sciences or Gerontology or related fields with a minimum of two years related experience or an Associate's Degree with a minimum of eight years related experience.

A good working relationship with older adults, persons with disabilities, and the general public are important requirements, along with a compassionate understanding of the aging process and elderly and disabled needs.

Must be proficient in all of the Microsoft applications and be able to use office equipment.

Must be mature, physically fit, be able to work independently, have the ability to establish daily priorities, to work under minimum direct supervision and must be extremely flexible to changes in work schedules and be available to work flexible hours.

LICENSE AND CERTIFICATION

Must have a valid motor vehicle operation's license.

CPR and First Aid training and certification are recommended.

PROBLEM SOLVING/DECISION MAKING

Problem solving conducted on a daily basis.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This is a 25-hour grade 4 union position – Grade 4