

## **SENIOR SERVICES AIDE**

### **DEFINITION**

Under the direct supervision of the Human Services Supervisor, provides assistance to help seniors maintain their independence at home through the Senior Services Aide program and performs related duties as required.

### **ESSENTIAL DUTIES**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Runs essential errands for seniors, such as grocery store and pharmacy.
2. Assists with correspondence including sorting mail, returning phone calls, delivering outgoing mail and packages to the post office.
3. Performs light housekeeping such as changing linens, laundry, wiping down surfaces, and taking out the trash.
4. Provides standby assistance for non-medical personal care and activities of daily living, including dressing and bathing.
5. Provides reports as required.
6. Performs other related duties as assigned

### **MINIMUM QUALIFICATIONS**

#### **Education and/or Experience:**

Graduation from high school or GED and approximately one (1) year of experience working with seniors or other vulnerable populations. A Certified Nursing Assistant (CNA) is preferred.

#### **Knowledge of:**

- Older adult needs, medically, socially and psychologically
- Applicable City rules and policies

#### **Skill and/or Ability to:**

- Work in the residential homes of Senior Citizens within the city performing housekeeping duties including, but not limited to dusting, vacuuming, sweeping, washing of clothing and dishes
- Work in the residential homes of Senior Citizens within the city performing personal care duties including, but not limited to showering/bathing and dressing
- Work a flexible schedule during the required hours
- Communicate in English effectively in writing and orally
- Meet approved minimal physical and medical standards
- Establish and maintain effective working relationships with others
- Maintain sensitivity to ethnic, religious, cultural, and sexual differences

**License and Certificates:**

Possession of a valid California Class C Driver License and must be insurable by the City's insurance carrier. Must also have a valid CPR and First Aid certification.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Positions in this class normally:

- Require standing, stooping, reaching and bending.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require lifting, carrying, pushing, or pulling of objects which may weigh 40 pounds and up to 60 pounds.
- Require the ability to drive to residential homes.
- Require the ability to be sensitive to the needs of older adults.
- Require the ability to use personal vehicle in the course of employment.