

## SENIOR AIDE

### NATURE AND VARIETY OF WORK

This is trainee level employment designed to reimmerge seniors into the work force. Seniors, depending upon their education, work experience, and interests, are assigned to a work site characterized by on-the-job training (OJT) and/or formal training. Seniors are appointed for a period of time, generally not to exceed two (2) years in length, but consistent with the established program policies and guidelines. Incumbents work under the close supervision of assigned agency personnel/Project Director.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Receive formal/informal instruction, guidance, and training that will facilitate reentry into the work force.

Performs a variety of duties and responsibilities (e.g. clerical, administrative, para-professional, technical, professional) consistent with work site objectives and program policies and guidelines.

Provides a variety of services to target populations (e.g., seniors, persons with disabilities, children, etc.).

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or the position description, but which are within the general occupational category and responsibility typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of the duties and responsibilities of the assigned position.

Some knowledge of applicable office practices and procedures.

Ability to communicate both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to perform work involving written and numeric data.

Ability and willingness to learn and accept on-the-job training.

Ability to establish and maintain effective working relationships with others.

### MINIMUM QUALIFICATIONS

Ability to demonstrate and apply those knowledges, skills, and abilities characteristic of the work site or in area of interest.

### CONDITIONS OF EMPLOYMENT

Appointee must sign a written notification acknowledging that employee benefits include only those provided under the terms and conditions of the National Council of Senior Citizens (NCSC) Senior Aides Project. Current benefits are as follows:

#### Employee Leave

Administrative Leave may be granted:

- (1) For the purpose of attending required quarterly meetings - four (4) hours each quarter;
- (2) For the purpose of attending training courses; or,
- (3) Due to extreme inclement weather, or other hazardous working conditions/system problems.

#### Annual Leave

- (1) Employees earn 1.53 hours annual leave per pay period.

#### Sick Leave

- (1) Employees earn 1.53 hours sick leave per pay period.

#### Personal Leave

- (1) Employees are granted four (4) hours personal leave per year.

#### Holidays

The following days are designated as regular holidays:

1290 – Senior Aide

- (1) New Year's Day;
- (2) Martin Luther King Jr.'s Birthday;
- (3) Memorial Day;
- (4) Independence Day;
- (5) Labor Day;
- (6) Thanksgiving Day; and,
- (7) Christmas Day.

#### Health Insurance

- (1) Supplemental medical coverage is provided at no cost

#### Worker's Compensation

#### Social Security (FICA)

NEW: 9/91