

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** January 29, 1990

**SENIOR COMMUNITY SERVICE AIDE**  
**(Senior in title denotes age rather than classification  
grade due to the eligibility requirements of this position.)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves sub-professional work in support of Office for the Aging activities. The position is intended to permit employment for older persons who can successfully relate to older persons. The work is performed under direct supervision. Performs a wide variety of tasks for the Department of Office for the Aging, including driving an eleven passenger van when previously delegated; working as a food service helper; doing custodial type work; clerical work; outreach or dining room work; does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Engages in activities in support of Office for the Aging programs;
2. Sets up chairs, etc. for eating, games or functions;
3. May transport older people in department van for such purposes as medical and dental appointments, shopping, educational activities, church services, and meal programs. (Department will so indicate at time of appointment if this item will be performed. Transportation not applicable in the Town of Somerset.)
4. Distributes and relates information about resources and services available in the community;
5. Does clerical work, minor filing and record keeping, answers telephone, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of geographic area served by the Office for the Aging and its social conditions; working knowledge of programs and services provided; working knowledge of the characteristics, needs and interests of older persons; ability to communicate with older persons who have physical or language difficulties; ability to relate to and motivate older people; empathy in handling sensitive human problems; physical condition commensurate with the demands of the position.

**\*MINIMUM QUALIFICATIONS:** One (1) year of motor vehicle operation and current valid New York State Operator's License when advised by the Department of Office for the Aging that candidate will be driving a van.

**\*SPECIAL REQUIREMENTS:** Must meet qualifications for Title IX of the Older American Act, such as income below: \$3,140 - single; \$4,160 - two people in family; \$5,180 - three people in family. Must be 55 years of age or older. These Special Requirements have been reviewed and approved by the Department of Office for the Aging prior to nominating a candidate for appointment.

\*When used in the Town of Somerset in its Town Seniors funded program, only two (2) years of volunteer work which included seniors, or three (3) years of participation in a Senior Program is required.