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Job Specification

SENIOR CITIZEN PROGRAM AIDE

DEFINITION

Under direction, performs a variety of tasks in such areas as clerical work, buildings and grounds, maintenance work, day care work, and social service work; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Does routine clerical duties such as typing, filing, answering telephones, relaying messages, operating a switchboard, and acting as a receptionist.

Trims shrubs, weeds grounds, cleans up litter, mows grass, sweeps sidewalks, empties wastepaper baskets, replaces light bulbs, and so forth.

Serves as a foster grandparent to children, plays children=s games, and supervises children=s activities.

Serves lunches.

Visits hospital patients, invalids, and blind citizens for purposes of providing them with company.

Performs light household chores for those persons incapable of doing it themselves.

Gives instructions to senior citizens and others in the areas of arts and crafts, handyman duties, beauty care, and so forth.

Prepares simple reports.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge and understanding of problems encountered in a senior citizen's program after a period of training.

Ability to relate to program participants and to deal efficiently with their needs and problems.

Ability to follow instructions and provide necessary assistance to those in need.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03244		L	N		N/A	01		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

2/17/1998
