

SENIOR SERVICES PROGRAM ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs technical and responsible duties in the area of Senior Nutrition Congregate operations and related duties in the day-to-day operations of the GCCARD Senior Nutrition Program; works under the supervision of the Program Director; performs related duties as required.

STATEMENT OF TASKS:

Accepts and review client referrals for specialized nutrition needs;
Utilizes established criteria to determine eligibility of seniors and verifies appropriate documentation;
Provide technical assistance and monitors Congregate Site Assistants in the performance of their duties;
Monitors and assess specialized Congregate meal sites for funding requirements;
Visit congregate meal sites when necessary for assessment determination;
Responsible for collecting & organizing site documentation for reports;
Training new Congregate Site Assistants and assist with developing training for the volunteers;
Facilitate and plan agendas for Congregate Site Assistants meetings;
Plan, organize and coordinate special events for senior programming;
Develop and provide nutrition education for congregate site participants and volunteers;
Makes presentations to community groups and other human service agencies;
Develop and submit monthly reports on activities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in administering program requirements for local, state requirements;
Knowledge in organizing and planning of events and/or programs;
Ability to communicate effectively and work with senior participants and volunteers;
Ability to operate a computer including related software and other office equipment;
Ability to maintain good interpersonal relationships;
Ability to develop presentations and speak in public;
Ability to communicate effectively orally and in writing;
Ability to prepare and maintain required records and reports;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Associates degree in Psychology, Sociology or Social Work AND one (1) year of administrative experience in a human service program.

-OR-

Two (2) years experience working for a human service agency AND one (1) year of administrative experience over a human service program.

SPECIAL REQUIREMENTS:

Valid Michigan driver license **and** submit to and pass a TB skin test annually.

Established: March 31, 2009

Revised: February 29, 2012

Revised: January 29, 2014



Human Resources