



PROVISIONAL VACANCY:

**Aging Services Assistant
(Office for the Aging)**

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

STARTING SALARY: \$41,909

DEADLINE TO APPLY FOR VACANCY: Applications accepted until position is filled.

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button next to the title of "Aging Services Assistant – Provisional Vacancy" under Current Vacancies.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS Registered four year college or university with a Bachelor's Degree in business, public, or health care administration, human services, sociology, psychology, or related field and one year of experience with a human services agency; OR
- B. Graduation from a regionally accredited or NYS Registered two year college or university with an Associate's Degree in business, public, or health care administration, human services, sociology, psychology, or related field plus two year of work history that demonstrates increasing responsible duties that directly support program administration;
- C. An equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Must have a valid driver's license and access to personal transportation for work related tasks.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves working with programs and services in the Cayuga County office for the Aging. The incumbent will carry out specific detailed tasks that support the planning, promotion, coordination, implementation and evaluation activities of the department, including direct contact with older members of the public. The work is performed under the direct supervision of the Director of the Office for the Aging; certain assigned tasks may be supervised by the Aging Services Coordinator. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of human aging characteristics and issues; particularly the need of underserved populations;
basic familiarity with community resources and services;
Understanding of needs of populations with special needs such as mental health, substance abuse,
developmental disabilities and similar disorders;
Good knowledge of principles and practices of office management and professional communication;
Thorough knowledge of office terminology, procedures and equipment;
Proficiency in Microsoft Office Work, Excel, and Powerpoint, or comparable software;
Ability to take direction, work independently within prescribed parameters and meet strict deadlines;
Ability to get along with others and collaborate for optimal client service and program outcomes.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides oversight for the NYS Office for the Aging database (Peerplace), functioning as a Peerplace
Champion by completing initial, monthly, as-needed, and required trainings to coordinate all data
entry, to insure complete and accurate data, and to facilitate accurate implementation of
updates/changes. Responsible for enrolling new staff and providing staff orientation and support for
the system.

Generates monthly, quarterly, and annual reports of services; imports or enters data into a spreadsheet
and provides a report summary using Excel charts, PowerPoint presentations, and appropriate written
materials to be utilized by the Advisory Council, by the Council of Senior Citizens, at the Annual Public
Hearing, for grant applications, and to meet various funding requirements.

Carries out assigned subcontractor services monitoring, satisfaction surveys, needs assessments and
other NYSOFA required quality assurance activities. Compiles and helps produce related reports.

Accepts registrations, reservations, and applications; maintains directories, registries, mailing lists,
rosters and other lists vital to the services provided by the CCOFA according to program policies and
procedures. Makes arrangements to use community spaces for events and programs.

With the Director and Aging Services Coordinator, helps to develop a coordinated, professional process
to promote the OFA services, programs and events through written, graphs, and audio/visual means.
Ensures staff have adequate publicity displays, materials, and supplies to complete community
presentations and outreach work.

Follows official announcements regarding current issues, concerns, and important media alerts related
to senior issues and ensures that those are shared within our community, through such means as
social media, newsletter articles, and committee documents, with particular emphasis on reaching
underserved populations.

Carries out assigned tasks for the nutrition program at the main office or at the nutrition sites, such as
recording, monitoring, registering, preparing supplies, updating data records, and other tasks as
directed. Assists with surveys, educational programs, and other activities as requested by the
nutrition coordinator.

Provides general office services such as phone coverage, copying, printing, and data entry, as well
as client service activities such as greeting, screening, and providing basic knowledge for those
seeking information and services.

Performs other duties as assigned by the Director of Office for the Aging.