



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **AGING SERVICES AIDE**
Jurisdictional Class: Labor
Civil Division: Office for the Aging
Adoption: CSM 6/4/77
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Performs a wide variety of tasks in a municipal office for the aging including outreach, information, and referral duties; does related work as required.

This position involves sub-professional work in support of Cayuga County Office for the Aging activities. The position is intended to permit employment for older persons who can successfully relate to other older persons. The work is performed under direct supervision.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Engages in activities in support of Office for the Aging programs;
Works directly with older persons or their delegates to help meet needs;
Makes home visits in response to requests of individual older persons and reports needs to professional staff;
Distributes and relates information about resources and services available in the community;
Assists in obtaining services for individual older persons.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of geographic area served by the Office for the Aging and its social conditions;
Working knowledge of programs and services available through the Office for the Aging and other services providers;
Working knowledge of the characteristics, needs, and interests of older persons;
Ability to communicate with older persons who may have physical or language difficulties;
Ability to relate to and motivate older people;
Empathy in handling sensitive human problems;
Good physical condition.

MINIMUM QUALIFICATIONS:

None is required.