

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM WORKER

DISTINGUISHING FEATURES OF THE CLASS: This class of positions involves a variety of training assignments for persons enrolled in the Senior Community Service Employment Program established under 42 USC 3056. Participants appointed to these positions work through the County Office for Aging Services and receive on the job training assignments through project sponsors. Appointment to a position in this class may be restricted to a specific time period as established in the Senior Community Service Employment Program Guidelines.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Many training assignments will involve duties such as answering telephones, filing, typing, and performing routine types of office clerical duties;

The scope of this training program is such that other types of opportunities and job duties may exist, based upon the type of enterprise in which a particular sponsor is engaged.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to establish working relationships with others; a willingness to accept a training assignment, and a desire to perform the duties required in the training assignment; dependability.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL NOTE: Although there are no qualification requirements as such, participants must meet the established criteria for participation in the Senior Community Service Employment Program. Information about program eligibility criteria is available through the County Aging Services Office.

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