



KERRY A. PEEK
Director of Senior Services

TITLE: Part-Time Outreach Worker

DEPARTMENT: Senior Services

DISTINGUISHING FEATURES OF THE CLASS:

The work involves counseling & assisting the elderly in all aspects of a municipal senior citizens program involving social services and recreation. The employee makes direct contact with persons in the community to promote & make them aware of services of the program. The employee will be under the supervision of the Director and the full-time Outreach Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Counsels older adults (ages 60+) in such social service areas as entitlements, housing, transportation, money management, employment, recreation, etc.
- Assists older adults in completing forms (Medicaid, tax assistance, SNAP, etc.) and obtaining necessary certifications (birth, ID, marriage, etc.)
- Helps to plan and implement recreational programs for handicapped/homebound older adults
- Prepares and presents information to individuals and groups concerning Town's Senior Services available to older adults
- Makes home visits to older adults for assessment and linking to services
- Computerizes data on clients, department activities and legislative guidelines
- Maintains records and reports as required
- Makes direct personal or phone contact with older adults in community areas where program recruitment is focused to inform them about services available
- Researches, collects and assembles information pertaining to services available to older adults
- Other duties as assigned at the discretion of the Director

MINIMUM QUALIFICATIONS: Either:

A) Completion of two years or sixty (60) semester credit hours of study at a regionally accredited or New York State registered two or four year college or university in Social Work plus one (1) year of experience in sub-professional counseling or interviewing in social service programs for older adults; OR

B) Graduation from high school and three (3) years of experience in sub-professional counseling or interviewing in social service programs for older adults; OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of services provided by municipal senior citizens programs
- Working knowledge of interviewing and counseling techniques
- Able to establish and maintain cooperative and courteous relationships with senior citizens, staff and the general public
- Good written and oral communication skills—comfortable speaking in front of an audience
- Must possess basic computer skills (Microsoft Word)
- Knowledge of Federal, State and local regulations and programs for senior citizens
- Able to research and investigate community resources when answering questions and assisting senior clients
- Must have good judgment, patience and initiative
- Must be physically capable of performing the essential functions of the job
- Must have a valid driver's license
- Must be a Cheektowaga Resident (including Depew, west of Transit Road and the Village of Sloan)

SALARY: \$14 per hour

HOURS: Maximum 19 hours per week—variable, mostly weekdays (*occasional evening or weekend*)

Interested candidates should fill out a Town of Cheektowaga Employment Application (available at www.tocny.org) and submit it with a resume to: Kerry Peek, Cheektowaga Senior Services Director, 3349 Broadway St, Cheektowaga NY 14227 or email to: kpeek@tocny.org