

JOB OPENING

TITLE: **OUTREACH WORKER – SENIOR CITIZENS (*Competitive/Provisional)**
**Person hired will need to take a County Civil Service exam for this title, when it is given, and pass in the top 3 in Cheektowaga to retain the position.*

DEPARTMENT: Senior Services

SALARY: Pursuant to TCEA Bargaining Agreement (about \$43,200 to start)

SHIFT: Monday through Friday, 9:00 AM – 4:30 PM

DATE: May 9, 2022

DISTINGUISHING FEATURES OF THE CLASS

The work involves counseling and assisting the elderly in all aspects of a municipal senior citizens program involving social services and recreation. The incumbent makes direct contact with persons in the community to promote awareness of program services. Work is performed under the supervision of a higher-ranking employee. Supervision may be exercised over clerical assistants. Does related work as required.

DUTIES AND RESPONSIBILITIES

Counsels senior citizens in such social service areas such as housing, transportation, money management, employment, recreation, etc.;

Assists elderly in completing forms (i.e. Medicaid, tax assistance, etc.) and obtaining necessary certificates (birth, identification, marriage, etc.);

Arranges and schedules interviews for potential volunteers at various community locations;

Assists with interviews;

Plans and expedites new programs for the elderly (i.e. trips for handicapped senior citizens);

Provides information and counseling to individuals or groups concerning services offered;

Makes home visits to senior citizens for assessment and linking to services;

Maintains records on the elderly such as general data, activity records, waiting lists, interests, etc;

Assists in communications by clarifying programs to the elderly and the community, outlining social services and recreation programs offered;

Makes personal or phone contact with senior citizens in community areas where program recruitment is focused to inform them about programs in the area of recreation and social services;

Arranges and schedules group meetings for recruitment purposes; notifies as many older persons as possible within geographic area surrounding the meeting location; follows up after meeting as directed.

KNOWLEDGE, TRAINING AND EXPERIENCE

Good knowledge of services provided by municipal senior citizens programs; good knowledge of public and private agencies who deal with senior citizens; working knowledge of interviewing and counseling techniques; ability to communicate effectively with the elderly; ability to counsel on a sub-professional basis; initiative; tact, resourcefulness; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS

- a. Completion of two (2) years or sixty (60) semester credit hours of study at a regionally accredited or New York State registered two (2) or four (4) year college or university in social work plus one (1) year of experience in sub-professional counseling or interviewing in social service programs for the elderly; OR
- b. Graduation from high school and three (3) years of experience in sub-professional counseling or interviewing in social service programs for the elderly; 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.

APPLICANTS MUST BE CHEEKTOWAGA (or the Village of Sloan or the Village of Depew, west of Transit Road) RESIDENTS OR BE WILLING TO MOVE INTO CHEEKTOWAGA WITHIN SIX MONTHS OF HIRE DATE.

APPLICANTS MUST HAVE A VALID DRIVER'S LICENSE.

INTERESTED APPLICANTS SHOULD SEND RESUME ALONG WITH 3 REFERENCES TO:

Cheektowaga Senior Services
Kerry Peek, Director
3349 Broadway St
Cheektowaga NY 14227

Or email resume & references to: kpeek@tocny.org