

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, in all aspects of employment without regard to race, color, creed, religion, political affiliation, sex, national origin, age, disability or genetic information or any other basis prohibited by federal, state, and local laws. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.

Job Title: Program Assistant	Department: Council on Aging
Reports to: Council on Aging Coordinator	Job Status: Part-time, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position performs a wide variety of tasks in support of various programs for the elderly and/or disabled. This includes clerical duties such as receiving visitors, answering phones, scheduling appointments, transferring data into spreadsheets and compiling statistical information for the Council on Aging Coordinator. Performs janitorial tasks at the Baker Senior Center; prepares the Center for meetings and events. Plans and participates in events for the Baker Senior Center to promote a sense of community for senior citizens. May fill in as a Substitute Public Transportation Bus Driver. Serves as the secretary for the Council on Aging Board of Directors.

This position will have unsupervised contact with the elderly and/or disabled and is subject to a pre-employment criminal background check, pre-employment controlled substance testing and a motor vehicle driving history review. Upon employment, this position is subject to random, on-going alcohol and controlled substance testing.

Essential Functions

Clerical – Greets visitors, answers telephones, takes messages, responds to inquiries and directs calls. Files documents. Receives logs, inputs data into existing spreadsheets to track program specific information from various services such as meals on wheels, congregate meals, transportation and attendance for the Baker and Plevna Senior Centers. In the tracking process, identifies new contacts/unduplicated clients for each service to ensure accurate data. Submits data to Coordinator for review. Ensures monthly logs are distributed to appropriate entities. Generates and mails monthly invoices for Meals on Wheels, Skilled Nursing, Personal Care and Homemaker services. Inputs program use statistical data into state software programs. May assist with deposit process including counting monies. Assists with the monthly newsletter by coordinating volunteers; prepares for mailing. May contribute to content upon request. Generates meal tickets for volunteers. Coordinates rental of the building by ensuring rental agreement is complete, event is placed on calendar, fee is collected, building is prepared/clean and the key is returned.

Serves as the secretary for the Council on Aging Board of Directors; attends all meetings, takes and prepares minutes.

Program Assistance – Assists the Coordinator in the provision of various services and programs. This includes preparing the building for the monthly Foot Clinic; sets up supplies for the Public Health Nurse, fills and empties tubs with warm water. May assist clients with removal of shoes and/or socks. Schedules appointments for the next foot clinic. Accepts payments and makes change as necessary. After foot clinic is completed, cleans floors, disinfects water tubs and prepares supplies for the next month.

Receives donations for the Food Bank. Sorts per expiration date. Assists clients by providing items from the food bank. Maintains records of clients served, date and number in household.

Receives shipments for the Commodities program; unloads the truck and packs items into bags for eligible clients. Inventories items received and distributed.

Senior Center Activities – In conjunction with the Coordinator identifies and plans various types of social and interactive events for senior citizens, such as exercise, card games, luncheons and other special events. Assists in cooking/preparation of food for special events. Ensures building is prepared for daily activities, including setting up tables and chairs, making coffee, loading and unloading the dishwasher.

Janitorial – Ensures facility is clean and welcoming; completes various tasks such as sweeping, mopping, vacuuming, changing light bulbs and cleaning the bathrooms (sinks, toilets, mirrors, floors, replace toilet paper and paper towels. Ensures the kitchen and store rooms are properly maintained by visual inspection, neatly arranging items and cleaning. Purchases cleaning supplies as necessary. May shovel snow in front of the building and sidewalk area. Maintains the SDS book. Performs other general inspections of building components including inspecting fire extinguishers each month and completing documentation.

Substitute Public Transportation Bus Driver - Transports individuals, regardless of age, disability, gender, or income, from one location to another while providing a high level of customer service and assistance as needed. This position may also deliver meals as part of the Home Delivered Meal Program.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Council on Aging Coordinator. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: *Accountability, Active Listening, Adaptability, Aging Issues, Assertive, Attention to Detail, Commitment, Communication – Oral and Written, Computer Skills, Confidentiality, Customer Service, Dependability, Detail Orientated, Driving Skills, Initiative, Interpersonal Skills, Multi-task, Oral Comprehension, Organization, Problem Solving, Professionalism and Teamwork:*

This position requires knowledge of office administrative practices and techniques; including records management. Thorough knowledge of Excel and Word for Windows is required. This position requires the ability to accurately transfer data into spreadsheets and compile information, using various computer programs. Ability to learn and use state software programs. Ability to identify, plan and implement various activities for an aging population. Requires considerable driving skills, including the ability to read maps and navigate various road conditions. Maintains client confidentiality in any and all program participation and activities.

This position must possess excellent customer service and interpersonal skills, and the ability to resolve questions and concerns with courtesy and respect. Requires the ability to effectively interact with a variety of personalities and demands of the public. Ability to act with initiative, common sense, and good judgment. Ability to respond to requests for service and assistance. Follows instructions, responds to management direction; takes accountability for own actions. Resolves questions or concerns with courtesy and respect. Must listen actively to ensure effective and correct communication. Listens to and understands information and ideas presented through spoken words and sentences. Communicates information and ideas in speaking so

others will understand; explain rules and procedures clearly. This position must function as part of a team, working for the betterment of the office, its programs and the public.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position primarily operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers and filing cabinets. Will also use various cleaning tools and chemicals when performing janitorial duties. When driving the public transportation vehicle, may be exposed to a variety of weather conditions while assisting clients in and out and with packages as well as delivering meals.

Required Education and Experience

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent. A minimum of one (1) year of experience working with an aging and/or disabled population as well as experience and ability to use Word and Excel are required.

Preferred Education and Experience

Previous experience planning social activities is a plus.

Additional Eligibility Qualifications

Must possess or obtain a Montana driver license within thirty (30) days of employment.

Salary Schedule

The starting wage for this position is \$14.50 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$15.25 per hour. Following an additional six (6) month period as a permanent employee, increase to \$16.00 per hour.

Position Type/Hours of Work:

This is a part-time, permanent, twenty-five (25) hours a week position: Monday through Friday, 9:00 a.m. to 3:00 p.m. with a one hour lunch period. The nature of this work may result in additional hours outside of this schedule.

Physical and Environmental Demands

While performing the duties of this job, the employee is regularly required to speak and hear. This work requires periods of extended computer use. The employee is frequently required to sit for long periods as well as to stand, walk, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. May be required to lift up to fifty (50) pounds. Specific vision abilities include close vision, distance vision, and depth perception.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.