



Vacancy Announcement

Position: Program Assistant

Date Posted: December 24, 2018

Closing Date: January 11, 2019

About the Position and Department: The Program Assistant works for the Council on Aging under the direct supervision of the Council on Aging Coordinator. This is a twenty-five (25) hour a week position. Eligible for sick and vacation leave, holiday pay and health insurance.

Position 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.

Required Education and Experience: A high school diploma or equivalent is required as well as 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.

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.

Applicant Pool Statement: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Carla Brown 406-778-3595 or Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact Fallon County Human Resources.

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, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of State or Federal law.