



Job Posting

April 16, 2019

POSITION

Administrative Assistant - Saratoga Square Senior Center

EMPLOYMENT TYPE

Full-time, 35 hours/week

SALARY

\$17.00/hourly

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the Director, assist in the overall administration of the program. Provide assistance in coordinating educational and recreational activities, assist with supervision of volunteers and responsible for participant registration/ data base.

- Provide information, entitlement counseling and low level case assistance to senior members and drop-in seniors from the community
- Maintain up to date file on entitlements and benefits
- Compile case assistance logs as required by the funding source
- Maintain client records including vase notes, document follow-up and outcomes
- Identify clients who require additional social services, benefits or entitlements; make referrals as needed
- Responsible for senior center membership enrollment including data entry into funding source required database
- Lead and assist with recreational/ educational activities, programs and special events
- May oversee recreational trips
- Assists as needed with preparation and serving of daily congregate meals
- Responsible for daily congregate meals sign-in and contribution collection
- Supports Director weekly with counting lunch & dinner contributions and fundraising monies.
- Assists Director with preparing and making weekly bank deposits
- Attend relevant trainings on resources available to senior citizens
- Assist Director with supervision and coordination of activities of volunteers
- Work with director in program planning and development
- Compile statistics, prepare reports, maintain attendance and other required records
- Represent agency in community and interagency activities
- Substitute for Director when necessary
- Other duties as required by the program Director

COMPETENCIES

- Some knowledge of and a genuine concern for the physical, mental and emotional needs of older persons
- Computer skills required, with ability to learn data base maintenance



- Spanish speaking skills preferred
- Ability to read, write, and speak English

EDUCATION EXPERIENCE

Associates Degree and two years of administrative, customer service or human services experience. Or an Associate's Degree with one year of senior center/case assistance experience, or High School Graduate or GED equivalent with three years of experience in social services, or administrative and customer services.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Chanteze Jones - Taylor
Program Director
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