



POSITION CLASSIFICATION DESCRIPTION

JOB TITLE:	Site Coordinator, Senior Services
REPORTS TO:	Senior Services Program Manager
FLSA STATUS:	Non-Exempt, Part-Time
DEPARTMENT:	Social Services
SALARY RANGE:	\$16.50-\$18.50 hourly

SUMMARY:

The Senior Services Site Coordinator is responsible for creating a welcoming atmosphere within the Senior Center. Additional duties include volunteer coordination, activity planning, hosting presenters to provide information to participants and helping maintain daily data on service deliver for monthly and annual reporting. Site Coordinator is also responsible for creating the monthly Newsletter and sharing out the food calendar.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: *(The following statements are illustrative of the essential functions of the job and do not include other assigned duties)*

- Wash and set tables, check salt and pepper shakers and fill napkin holders, make coffee and tea
- Create daily reservation logs and maintain all logs each month
- Compile daily reservation logs, and Home Delivery Meal location and logs
- Greet all clients personally and create a warm, welcoming environment while also orienting new participants
- Listen to suggestions or complaints and share with leadership in an effort to enhance programs and service delivery
- Plan, prepare and participate in regular activities with the intent to engage seniors in our community
- Assist cook when needed
- Count daily income following procedures
- Enter stats in the N.P.E. report daily
- Put monthly article in paper and develop monthly newsletter with coordination between Program Manager, Nutritionist and seniors
- Prepare client card on all new clients, document intake and provide all paperwork to Program Manager for data entry
- Coordinate volunteers for Home Delivery Meals and other needs within the Senior Center; completed in conjunction with the Program Manager

Education:

High School Diploma or equivalent.

Experience:

Preferred: One-year work with vulnerable population

Special Requirements:

Must pass background check, drug screen and motor vehicle record check. Must complete and pass Colorado Adult Protective Services (CAPS) check.

Required Knowledge, Skills and Abilities:

- General office procedures, policies and practices, as well as basic knowledge of standard office equipment to include computer, fax machine, copier, and telephone.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, filing and preparing clear and concise reports, correspondence and other written materials.
- Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.
- Must be able to communicate orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Ability to act with discretion, maintain confidentiality and be professional.
- Working knowledge of community resources.
- Enthusiasm to serve the adult aging population.

Office Technology/Computer Skills:

Must be able to effectively use modern office technology and equipment, including computers, calculators, telephone, copiers with scanning and faxing capabilities. Must have extensive experience in word processing, database manipulation, and email with a high degree of accuracy. Must be able to learn the software and programs related to the position and the County.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and stand for long periods of time; use hands and fingers to handle or feel; and reach with hands or arms. The employee is required to stand; walk; climb or balance; twist; stoop, kneel, crouch or crawl. Must be able to respond to the customers' needs and perform tasks requiring extensive hand and eye coordination. Dexterity of hands and fingers to operate a computer keyboard, mouse and other devices and objects. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to work extended shifts and attend training when asked and the ability to work in stressful situations

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to tolerate and be productive in a quiet to high noise level in the work place. Exposure to computer screens. May travel to rural areas.

USE OF THIS JOB DESCRIPTION

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT
BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County Department of Social Services' ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County Department of Social Services assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the Department change or other reasons deemed appropriate by Montezuma County Department of Social Services.

I have received the Senior Services Site Coordinator job description on _____. I understand that I am to become familiar with its contents.

Signature of Employee

Name of Employee

Date