

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY**

July 17, 2023

PART-TIME AGING PROGRAM ASSISTANT

Northampton County is accepting applications for an opening in its Aging Department. The Aging Program Assistant under direction, assists in overseeing and coordinating operations of the Senior Center within the Aging Department including promoting activities and programs of the Center; implements program goals and objectives; prepares a variety of financial and statistical reports, gathers data and statistics of senior activities; performs a variety of administrative and professional tasks in support of assigned area of responsibility and responds to a variety of inquiries from outside agencies and the community.

This position reports to the Aging Coordinator. The successful candidate must be an innovative leader and team builder with strong interpersonal skills and proven ability to effectively communicate with the senior population.

Education: Graduation from a community college with coursework in human services and experience in human services work including use of technology and customer service; or an equivalent combination of education and experience.

PLEASE SUBMIT A LETTER OF INTEREST, RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE AT <http://www.northamptonnc.com/>

Mail applications to: Human Resources Department, P.O. Box 367, Jackson, North Carolina, 27845.

Normal Hiring Salary Range: \$15.00/HR

OPEN UNTIL FILLED

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED NONCITIZENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



Northampton County Local Government Job Description Aging Program Assistant PART-TIME

General Statement of Duties

The Aging Program Assistant duties consist of coordinating, developing, and provides social services for aged and disabled adults.

Distinguishing Features of the Class

This position involves working with programs and services in Northampton County for the Aging Department. The incumbent will carry out specific detailed tasks that support the planning, promotion, coordination, implementation and evaluation activities of the department, including direct contact with older members of the public. The work is performed under the direct supervision of the Director of the Office for the Aging; certain assigned tasks may be supervised by the Aging Services Coordinator.

Duties and Responsibilities

Essential Duties and Tasks

- Welcomes new clients with tours and registration; enrolls and removes clients from program; conducts periodic re-assessments and reviews to determine continued eligibility.
- Prepares and maintains a variety of participant records, files and logs, and program activity information.
- Plans activities for senior; conducts and/or coordinates recreational, crafts, exercise, wellness, cultural and other classes, activities and programs; recruits recreation instructors and volunteers; coordinates programs with various other county agencies.
- Performs outreach to increase the visibility of the Senior Center.
- Provides advisory and referral services for seniors.
- May accept payments and donations, provide receipts, and prepares deposits.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Ability to take direction, work independently within prescribed parameters and meet strict deadlines
- General knowledge of the physical, health, social, economic, and other needs of the aging population and programs and services to meet their needs.
- General knowledge of the social, economic, health and environmental conditions of the participants served in the programs.

- Knowledge of the application of information technology to the work.
- Knowledge of human aging characteristics and issues; particularly the need of underserved populations; basic familiarity with community resources and services
- Working knowledge of department and program policies, regulations and procedures.
- Skill in customer service excellence, teamwork, collaborative conflict resolution, and organizing and leading programs.
- Ability to keep fiscal records, ledgers and files and provide information correctly and concisely, both orally and in writing.
- Ability to prepare and maintain department and program related records and files.
- Ability to relate to older adults and demonstrate special interest in the needs of senior citizens.
- Ability to train, mentor and coach staff and volunteers.
- Ability to complete records and reports accurately and thoroughly.
- Ability to deal tactfully and courteously with the public.
- Ability to communicate effectively in oral and written form in person and by telephone.
- Ability to be tactful and courteous while conducting the department business.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients, and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare figures and data, do accounting work, operate a computer terminal, read extensively and proof work performed.

Desirable Training and Experience

Graduation from a community college with coursework in human services and experience in human services work including use of technology and customer service; or an equivalent combination of education and experience.

Special Requirement

Prefer certification to teach evidence based classes.
Possession of a valid NC driver's license.

Position Classification

Non-Exempt