

**AGING SERVICES AIDE**  
**Chautauqua County Office for Aging Services**  
**1 Full-Time position @ 40 hours/week**  
**Salary Range: \$22.16 - \$28.52/hour**

The Chautauqua County Office for Aging Services is looking to fill one (1) Full-Time Aging Services Aide position in the Mayville, NY office. This is a position involving responsibility for assisting with a variety of tasks in conducting aging activities. The work is performed under the direct supervision of the Coordinator of Aging Services or Director. Supervision may be exercised over clerical staff or volunteer workers. Does related work as required.

**Typical Work Activities:**

- Identifies, seeks-out and encourages hard to reach, isolated or homebound older persons to use existing services -and benefits, including home visits and use of OFA Nutrition sites;
- Identifies client needs and problems through supportive face to face or telephone contact and provides alternative ways of resolving problems, to include intervention, negotiation and advocacy with providers on the client's behalf to ensure the delivery of needed services and benefits;
- Provides information about services, benefits, entitlements and other areas of concern to older persons or their representatives to enable them to locate and obtain needed resources on their own;
- Serves as a link between the client and services provider, and makes-follow-up contact(s) to determine whether a service has been or is being provided;
- Serves as an advocate for seniors;
- Attends staff meetings and engages in inter-agency networking;
- Trains, supervises and gives work assignments to Senior Aides as required;
- Prepares reports and maintains files on active clients;
- Maintains records and statistics on program activities and makes suggestions for improving services and/or modifying operations;
- Provides access to congregate meal sites, service agencies, and essential medical and other supportive services, using volunteers whenever possible;
- May research regulations and obtain facts germane to cases being handled to support claims;
- May do intake screening for applicants of Home Repair and Winterization Program and in cases of eligibility, determine the exact work to be done in client's home.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

- Health Insurance (including Dental & Vision plan) - 13 Paid Holidays
- Health Savings Account (partially funded by the County) - Vacation & Sick Time
- Personal Days
- NYSLERS Pension - NYS Deferred Compensation
- Eligible for Federal Public Service Loan Forgiveness - Wellness Program

**Minimum Qualifications:** Graduation from a high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's degree in a Human Services-related field and one (1) year of work experience involving direct client contact in the delivery of services in a human services agency or program; OR
- B. Three (3) years of experience as listed in A. above.

**Additional Requirement:** Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.