

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE: Senior Services Outreach and Activity Assistant
DEPARTMENT: Senior Services FLSA: Non-Exempt
REPORTS TO: Senior Services Nutrition Program Manager DATE: 3/19

Job Summary

The Senior Services Outreach and Activity Assistant will conduct outreach activities and implement the provision of activities and programs for older adults. This position is responsible for the creation of a shared activities calendar and for keeping the Front Office Staff at the 130 site, 105 office and River Forest Township abreast of all upcoming programs and events. This position will arrange the socialization and educational activities and be the event monitor.

Essential Job Functions

1. Assist the Nutrition Program manager with the development and implementation of senior programs and events.
2. Create, update and maintain a shared activities calendar.
3. Responsible for updating the Front Office Team at the 130 site along with the 105 office and the River Forest Township on all upcoming programs and events.
4. Responsible for updating and maintaining information in the “My Senior Center” website.
5. Assist with data entry and reports in the CMIS and My Senior Center software systems.
6. Complete well-being calls to participants receiving special diet meal delivery as well as follow up calls to any regular home delivered meal participants who were not available for their delivery.
7. Assist in planning, setup, and attendance at the Memory Café meetings held in the Congregate Dining site.
8. Provide administrative support in the absence of the Lunch Program Manager.
9. Plan and attend various field trips for congregate dining participants.
10. Patience in working with older adults who may have limitations of hearing, eyesight, mobility, and cognitive impairments.
11. Attends meetings and various training seminars and conferences as required.
12. Performs other duties as assigned.

Material and Equipment

- Miscellaneous office automation equipment, i.e.- personal computer, fax, phone, copier, ID camera, laminator, projector, etc.

Minimum Qualifications

Education and Experience:

- Bachelor’s degree in social work or related human service field.

License(s) and Certification(s):

- None required

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Office terminology and procedures
- Data/word processing applications- Excel, Word, email, internet, etc
- Program Requirements
- Public relations

Skill in:

- Verbal and written communication
- Communicating with program participants’.
- Cultural and Ethnic Diversity.

Ability to:

- Work independently with minimal supervision
- Maintain confidentiality
- Be creative.

Physical Abilities:

- Sit, keyboard, read, write, hear, and speak for extended periods of time
- Lift up to 10 pounds

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.