



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Full-time **Senior Services Office Assistant** in Escanaba. Hours are scheduled between 7:30 a.m. – 4:00 p.m., Monday through Friday. No weekends or holidays.

Candidates must have a high school diploma/GED. An Associate Degree and one year of data entry and program support experience is preferred.

We are looking for applicants with excellent communication skills; knowledge of computers and Microsoft Office programs; ability to learn new database programs; and strong clerical skills.

Entry wage is negotiable, depending on experience and education.

Benefits include paid time off; 403(b) retirement plan; health, dental and life insurances; and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA, Attention: Senior Services Director, 507 1st Ave. N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



Job Title: Senior Services Office Assistant
Revised: November 2023
Reports To: Senior Services Director

Location: Administrative Office
Program: Senior Services
Classification: Non-Exempt, Hourly

POSITION OVERVIEW

Assist with day-to-day operation of Senior Services Program activities. Ability to work with a variety of computer programs and database systems. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

REQUIREMENTS

- High school diploma or equivalent. Associates degree preferred.
- Minimum of one year data entry and program support experience preferred.
- Ability to work effectively with multiple staff, other organizations and the public.
- Excellent communication skills (both written and oral).
- Working knowledge of computers, Microsoft Office programs including Excel. Able to learn new database programs.
- Strong clerical skills.
- Dependable transportation and willing to travel if needed.
- Adhere to strict client confidentiality.
- Submit to criminal background check.

JOB ESSENTIALS

- Accurately prepare invoices for In-home and Nutrition Senior Services Program for accounts payable.
- Provide clerical support to all Senior Services Programs as directed by the Senior Services Director, specifically In-home and Nutrition Programs.
- Track and bill Waiver and Contractual meals, ensuring work orders are followed.
- Track meal donations, reporting discrepancies to program manager.
- Order supplies for Senior Services Programs.
- Attend all trainings and meetings as required by Senior Services Director.
- Perform receptionist duties at agency front desk as needed.
- Take meeting minutes for Senior Services meetings as requested.
- Other duties as assigned.

ADA Physical Activities Checklist

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Particularly for sustained periods of time.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- 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 move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

The worker will be subject to the following conditions

- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR.**