

**Job Title:** Senior Center Aide                      **Location:** Senior Center  
**Revised:** January 2021                              **Program:** Senior Services  
**Reports To:** Senior Center Administrator   **Classification:** Non-Exempt, Hourly

## **POSITION OVERVIEW**

Performs clerical duties and assists with various center activities. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

## **REQUIREMENTS**

- High school diploma or equivalent.
- One year experience working with elderly or in the human service field.
- Clerical skills, including knowledge of computers and Microsoft Office programs.
- Submit to criminal background check.

## **JOB ESSENTIALS** (depending on the center you are assigned to)

- Answer telephones, direct calls to appropriate staff.
- Greet participants as they enter the center for activities.
- Reserve meals for participants.
- Set up appointments for services.
- File, as needed.
- Help in the dining area at meal time, as needed.
- Assist with dishing up meals.
- Help with center activities.
- Run copies as requested by center staff.
- Cleaning tasks as assigned by the center supervisor.
- Substitute as a meal runner when needed.

### **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 OR SUPERVISOR**