

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Zia Senior Citizens

Job Title: District Driver/Office Assistant

Reports to: Program Director

Level/Grade: 9P

\$10.51 probation

\$11.03 after probation

Type of position:

Full-time

Part-time

Temporary/Seasonal

Emergency Hire

Hours 40 /Week

Classified

Unclassified

General Description:

The employee is responsible for scheduling all out of town transportation for medical trips program wide as well as shopping trips for the Carrizozo Center with prior approval of Site Manager. Deliver meals to home bound clients and assist kitchen staff with packing these meals. The employee must safeguard passengers in loading and unloading and be able to communicate with and assist senior citizens in accessing medical services. The employee must be able to follow oral and written instructions; complete daily reports as assigned by Site Manager. The employee must perform all duties with minimal supervision, may be required to work irregular hours and assists with recreational and fund-raising activities; create and post monthly activity calendar. Ability to create menus using Area Agency on Aging web data base, and submit for approval monthly. Assist Site Manager with inventory control, receiving bids and placing order for monthly food and nutritional supplies for all five centers. Ability to make home visits to encourage senior clients to partake of services and assist with home delivered client assessments; become involved in community and center functions. Any recreational trips must be scheduled by Site Manager with prior approval of Program Director. The employee must perform all duties with minimal supervision, attend job-related meetings/training, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

High school diploma or GED certification, plus one to three years' experience working with the elderly.
Must have no felony convictions and no D.W.I. arrests within the past five years.
Knowledgeable of all traffic laws and regulations, and must complete defensive driving and CPR courses.
Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
Excellent computer skills.
Ability to understand and communicate with Senior Citizens; able to deal with public and staff in a pleasant manner; and the ability to work under time deadlines.
Proficient in computer programs; accuracy in posting, filing and record maintenance.
Knowledge and understanding of the County Personnel Policy, and state and federal guidelines affecting services to the elderly.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

All essential duties are performed indoors. The employee is exposed to natural weather conditions while performing outdoor duties. Work hazards, or potential work hazards, include operation of a motor vehicle, and climbing potentially slick outdoor steps. Telephone, cellular phone, calculator, personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, and other related office machines. May handle various recreational and athletic equipment, games, and arts and crafts materials; basic hand tools and various cleaning solutions; and drive county vehicles.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Renee Montes

Date Posted: _____

Date Hired: _____

Employee Declaration: I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____