



# SENIOR CITIZENS AIDE II

Class Code:  
10060

Bargaining Unit: N/A

MOBILE COUNTY PERSONNEL BOARD  
Established Date: Apr 12, 2007  
Revision Date: Jul 1, 2009

## **KIND OF WORK:**

This is subprofessional work involving the performance of a variety of social services for senior citizens in the community.

## **EXAMPLES OF WORK:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Transports senior citizens to and from center, to offices and business establishments to keep appointments and to recreational activities; assists elderly citizens in shopping, housekeeping, personal hygiene and other needs; visits senior citizens in homes, hospitals and other institutions; delivers meals and commodities to homebound clients; assists in preparing and serving senior center meals; assists with summer day camp activities; answers telephones and greets visitors; makes civic center reservations, schedules transportation appointments, and takes meal orders; assists with center maintenance; keeps records and prepares reports on senior citizen activities; cleans bus and maintains in good working order; performs related work as required.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, and a minimum of one year's work experience in the operation of a motor vehicle; or a combination of education and experience equivalent to these requirements.

## **ESSENTIAL REQUIREMENTS OF THE WORK:**

Good knowledge of traffic rules and regulations; good knowledge of the occupational hazards and necessary safety precautions in the operation of a bus; some knowledge of the current social and economic problems of senior citizens; ability to readily acquire a good working

knowledge of community welfare, health and recreational services and resources available to citizens in need; ability to follow oral and written instructions; ability to prepare simple reports; ability to establish and maintain effective working relationships with other employees, the elderly and the general public.

## **SPECIAL REQUIREMENT:**

Must possess a valid driver's license from state of residence.

## **DISTINGUISHING FEATURES OF THE WORK:**

An employee in this class is responsible for the safe and efficient operation of a bus and the performance of a variety of social services for senior citizens. Work is performed in accordance with established policy and procedure under the general supervision of a superior and no supervision is exercised over other employees. The incumbent may be required to lift objects weighing over forty pounds.

## **WORKING TEST PERIOD (WTP):**

6 Months