

COMMUNITY SERVICES TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is outreach work designed to provide services to the elderly disadvantaged to meet their needs under Title IX Older Americans Act. The work is performed under the supervision of the project coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a wide variety of tasks in public service agencies;
Works directly with individuals, especially the elderly disadvantaged to provide them with services according to their needs;
Disseminates information about the Office for the Aging as well as the worksite agency;
Keeps time sheets and may maintain other records as required on the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the problems and needs of the elderly, particularly those who are disadvantaged; working knowledge of the services available to them; ability to follow oral and written directions; ability to establish and maintain rapport with the population served; ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Age and income requirements set by regulation under Title IX of the Older Americans Act.