

CAREER OPPORTUNITY

Title: Senior Outreach Administrative Assistant/Respite Care Staff Aide

Hours: Part Time, Non-Exempt (25 hours per week)

Brief Description: Provide support services to Senior Services, including record management and office coordination. Provide in-home services for families caring for elderly members, as an adjunct to the outreach workers, in situations requiring monitoring and emergency care.

ESSENTIAL FUNCTIONS OF THE POSITION

I. Key Responsibility Area: Administrative Support

1. Coordinate and maintain paperwork, record keeping, and mailings.
2. Coordinate outreach worker orientation/trainings.
3. Assist with care management.

II. Key Responsibility Area: In-home Support Services

1. Monitor care and supervision of senior.
2. Provide companionship.
3. Prepare small meal.

III. Key Responsibility Area: Teamwork and Professional Growth

1. Participate in own professional development by participating in staff meetings and trainings.
2. Work on goals and growth of program.
3. Identify issues with cases to report to supervisor.
4. Actively participate in ongoing evaluation process for the program.

MINIMUM REQUIREMENTS

- High School Diploma or GED required.
- At least two years of work experience (one year related preferred).
- Knowledge of Word, Excel, or comparable computer skills.
- Ability to work as a team player.
- Demonstrate ability to record and provide written reports and case notes.
- Effective written and oral communication skills.
- Knowledge of senior programs, assessments, and geriatrics.
- Knowledge of crisis intervention.
- Available for assignment between the hours of 8am – 6pm.
- Reliable transportation necessary.
- Ability to work with diverse populations.
- Commitment to CSSMV's mission and goals.

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave. Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750.*