

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Senior Center Assistant
Bureau of Aging and Disabilities
An Equal Opportunity Employer

Senior Center Assistant – Bureau of Aging and Disabilities

\$17.48 hourly (Grade G08), 30 hours per week, *contingent position**

Hours are typically Monday through Friday from 9:00 am – 3:30 pm

Apply by 5:00 pm on Friday, February 4, 2022

The Bureau of Aging and Disabilities is currently seeking an individual with an enthusiasm for helping older adults to assist with nutrition education presentations and other food related activities at all 5 of Carroll County's Senior and Community Center locations.

As the Floating Senior Center Assistant, you will be responsible for providing assistance with: the planning and preparation of nutrition education sessions; advertising and generating awareness and interest in the Center's Nutrition Education program; and the planning and implementation of large events and theme-oriented meals. You may also be asked to complete required program documentation as well as occasionally filling in at centers when staff are scheduled for leave.

The ideal candidate for this position will be detail-oriented, adapt easily, possess basic computer skills, and demonstrate strong customer service skills.

See next page for the full job description

Qualifications:

1. High school diploma or GED
2. Two years of experience working with older adults as an activity assistant, teaching assistant or recreation assistant*
3. Federal ServSafe certification (or must obtain with first year of employment)
4. CPR, Bloodborne Pathogens, and AED training/certification (or must obtain within first six months of employment)
5. Valid driver's license
6. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ 13 paid holidays

**Contingent employees are hired under an employment contract which includes paid time off and an additional 3% salary contribution for retirement.*

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 01/14/22
(22-105)

SENIOR CENTER ASSISTANT

GENERAL RESPONSIBILITIES

Coordinates the delivery of a nutrition program in a Senior & Community Center, which provides congregate meals, nutrition education and activities for older adults. Provides programming and administrative support to the Manager/Senior Center.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Recruit, train, and direct volunteers for nutrition program and activities
2. Collect statistical data and compile nutrition, meal and other reports as required by management or government agencies
3. Plan and coordinate the delivery of a nutrition program, including dining room preparation, maintaining inventory, welcoming and registration of clients, meal service, and site clean-up
4. Assist the Manager/Senior Center to plan, implement and promote programs and activities for older adults
5. Assist in the daily operations of senior centers during staff absences
6. Provide programming and administrative support for overall center operations, assignments, and projects
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Two years of experience working with older adults as an activity assistant, teaching assistant or recreation assistant *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Apply knowledge of health and sanitation relevant to meal service
2. Ability to use basic kitchen equipment
3. Present information and respond to questions from employees, clients, customers, and general public
4. Use computer software programs and/or other applications
5. Follow written or oral instructions
6. Read, analyze and interpret information
7. Define problems, collect data, verify data, establish facts and draw valid conclusions

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Requires criminal background check as condition of employment
2. Federal Serv Safe certification (or obtain within first year of employment)
3. CPR, Blood Borne Pathogens, and AED training/certification (or obtain within the first six months of employment)
4. Valid Driver's license