



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Aging Services Aide p/t pos #13528

PAY RATE: \$17.16

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: 111 Main Street, Lockport

STATUS: Permanent

DESCRIPTION: Performs a wide variety of tasks in the Niagara County Office for the Aging. Incumbents are responsible for performing outreach activities and information and referral services. This position involves sub-professional work in support of Office for the Aging activities which could include the following programs: Expanded In-Home Services for the Elderly (EISEP); Home Delivered Meals; Information and Assistance; New York Connects; and Unmet Needs. Enters data into computer and data base system. The work is performed under direct supervision. Does related work as required.

MINIMUM QUALIFICATIONS: 1. Graduation from high school or possession of an equivalency diploma and two (2) years of full-time paid post-high school work experience; or

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a Human Services field*.

*Note: Acceptable human services degrees include majors in human services, social work, education, psychology, gerontology, occupational therapy, physical therapy, vocational and/or psychological counseling.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle License at time of appointment and throughout continued employment.

DATE POSTED: 9/11/20 DEADLINE: 9/25/20

CONTINUED

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

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Niagara County is an Equal Opportunity Employer