



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE
Open Until Filled

SENIOR SERVICES SITE ATTENDANT

South County

SALARY
Range 45: \$16.44 - \$19.98
per hour
No more than 16 hours/week

The County of Mono is accepting applications for the position of Senior Services Site Attendant.

The Position:

Under general supervision, to plan, coordinate, and conduct activities and services at an assigned Senior Citizens Center; to be responsible for and conduct community outreach, ensuring that citizens are aware of Senior Citizens Services; to perform the full range of functions at a Senior Citizens Center, as necessary; and to do related work as required.

Knowledge of:

- The functions, activities, and services of a Senior Services Site.
- Methods, practices, and procedures used in ordering and storing materials and supplies required for Senior Citizens Center operations.
- Proper record keeping and inventory reporting methods.
- Safe driving principles.
- Normal behavior and emotional needs of senior citizens.
- Physical signs and symptoms requiring medical assistance.
- Agency and community resources.

Ability to:

- Plan, coordinate, and conduct the functions and activities of a Mono County Senior Services Center.
- Work with clients and provide activities and services.
- Maintain accurate records and prepare reports.
- Safely operate a motor vehicle.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Three years of previous work experience in overseeing activities in a group setting or quantity food preparation, preferably with a Senior population.

Selection Process: The selection process may include any of the following: application, a written test, and/or an oral interview (weighted 100%).

Application Process: For a complete job description and application contact the County Administrative Office. Faxed and e-mailed applications will be accepted provided the application with the original signature is postmarked.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE

P.O. Box 696 ~ Bridgeport, California 93517

(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>

Email: HR@mono.ca.gov

EOE/AAE/ADA