

COMMUNITY SERVICES TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is outreach work providing community service and job training opportunities for eligible older adults, in accordance with federal regulations and the Older Americans Act. The work is performed under the supervision of a higher-level program supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Engages in diverse community service activities at nonprofits and public organizations;
Disseminates information about the Office for the Aging as well as the worksite agency;
Maintains timesheets and other records, as required;
Participates in required program activities;
Attends trainings and meetings, as required;
May perform basic clerical tasks;
May carry out tasks to improve and deliver essential services within the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to follow oral and written directions; ability to communicate effectively, both orally and in writing; ability to perform basic clerical tasks; ability to maintain basic office records; ability to establish and maintain cooperative relationships with worksite staff and the general public.

MINIMUM QUALIFICATIONS: No formal education, training or experience required; however, age and income requirements set by regulation under the Older Americans Act must be met and administered by the appointing authority.