

**City of Fall River
Job Posting**

The City of Fall River, Council on Aging has one (1) Part-time vacancy:

Title: Senior Aide
Date: June 23, 2021
Hourly rate: \$13.50
Schedule: 19 hours per week. Must have flexibility to work different hours

Please submit a letter of intent and resume to:

Madeline Coelho, Director of Human Resources
One Government Center, Fall River, MA 02722
Or e-mail mcoelho@fallriverma.org
Open until position is filled

GENERAL STATEMENT OF DUTIES:

Under the direct supervision of the Senior Center Coordinator of the Fall River council on Aging, and under the direction of the Associate Director of the council on Aging, performs a wide variety of responsible and routine clerical and maintenance duties to assist in providing timely and effective services to clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers phone calls and responds to inquiries, providing information as requested.
- Performs light office duties, including filing, faxing, and photocopying.
- Deals with the public in a professional manner, and assists with activities held in the center, such as bingo, lunches, community education programs and special events.
- Performs light housekeeping duties, such as vacuuming and cleaning of senior center tables.
- Performs inventory and ordering of center kitchen, office and paper supplies, and prepares coffee and tea as needed.
- Assists senior center staff and volunteers with lunch orders, assists in serving lunch, and the maintenance of a clean and orderly work area that is in compliance with state and local regulations.
- Assists with the monthly compilation and distribution of the Fall River COA's newsletter, *Footprints* if applicable.
- Responsible for opening and/or closing the senior center, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must possess excellent interpersonal communication skills in order to establish and maintain effective working relationships with co-workers and citizens; ability to perform duties that require some knowledge and judgment about information relevant to senior and the general public. Must be able to perform physical activities such as bending, standing, climbing and walking.

REQUIRED EDUCATION:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. EOE