

MINERAL COUNTY CARE & SHARE SENIOR CENTER

P.O. Box 1058, 975 "K" Street

Hawthorne, Nevada 89415

775-945-5519, Fax 775-945-3977

email: cgeorge@mineralcountynv.org

NOTICE OF JOB OPENING

POSITION: Senior Services Specialist - Unclassified

SALARY: \$10 to \$13.00 per hour DOE

HOURS: 40 hours per week

Opening Date: January 17, 2019

Closing Date: Until Filled

JOB DESCRIPTION

The duties of this position shall include but not be limited to; becoming familiar and complying with the Aging and Disability Services Division (ADSD), program specifications and instructions under one or more ADSD senior advocacy grants. Actively conduct community outreach and recruit program volunteers. Develop and maintain cooperative working relationship with related community service agencies. Develop publicity programs (brochures, public service announcements, newsletters, newspaper publications, etc.) to inform the public of services available to senior citizens. Provide information to seniors about services available to them in the community. Provide one-on-one assistance to seniors (in office or at their homes) for access to available services such as nutrition, transportation, Social Security and Medicare, etc. Refer clients to partner agencies. Compile and track program participation data and maintain accurate records of such; perform data entry using the ADSD provided database. Provide data and assistance to Program Director for grant reporting requirements and provide assistance to other program staff as necessary. May be required to fill in for other positions that provide direct assistance to seniors, i.e., serving or delivering meals and providing transportation.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. At least 2 years of experience in human relations and/or social services, including casework management methods, practices and related skills.
4. Computer experience including internet, email and Microsoft Office software.
5. Ability to work independently and without direct supervision.
6. Valid Nevada Driver's License with good driving record.
7. Must be bondable.

Applications available at ***Mineral County Senior Center***, PO Box 1058 - 975 K Street, Hawthorne, NV 89415. Call (775) 945-5519 for more information.

Mineral County is an Equal Opportunity Provider and Employer

ADA Accommodations Available

This is a safety sensitive position. Successful applicants will submit to a pre-employment drug-screening and a criminal background check.

Mineral County is a Drug and Alcohol-Free Workplace.