

SENIOR COMMUNITY SERVICE EMPLOYMENT PROJECT TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents of this class perform a variety of basic, assigned tasks as part of an on-the-job training program to develop employability skills in senior citizens who are determined eligible for this program. Eligibility criteria is established in Title V of the Comprehensive Older Americans Act of 1978 (as amended). The Senior Community Service Employment Project is designed to place older persons aged 55 and over in supervised training positions for transition into permanent employment. In such a position the enrollee may perform a variety of tasks. Appointments are temporary and compensated on an hourly basis at the prevailing federal minimum wage. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives on the job training by performing the following:

Nutrition aid at nutrition sites;

Classroom assistance;

Clerical tasks;

Simple bookkeeping;

Operates office machines;

Record keeping;

Housing;

Maintenance duties;

Community service.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and follow instructions; ability to read and write English; tact; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no qualification requirements.

SPECIAL REQUIREMENTS: Enrollees must be 55 years of age or over; must meet income guidelines; and be unemployed or under-employed for the required period of time for eligibility specified by Title V of the Older Americans Act.

West. Co.
J.C.: Non-Competitive†

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Job Class Code: H0094
Job Group: H99