



507 1st Ave. N
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(906) 786-7080 – Phone
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The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time (20 hours/week) **Senior Center Assistant** in Hermansville. Hours are generally scheduled between 9:00 a.m. – 3:00 p.m., Monday through Friday.

A high school diploma or equivalent is required. Experience working with older individuals or in the human services field is preferred.

We are looking for applicants that have strong clerical, bookkeeping and communication skills, as well as knowledge of computers and Microsoft Office programs.

Entry wage is \$11.22 – \$11.73 depending on experience.

Benefits include paid time off, 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to the Hermansville Senior Center, Attention: Senior Center Administrator, W5480 First St., Hermansville, MI 49847, **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>



Job Title: Senior Center Assistant **Location:** Senior Center
Revised: January 2021 **Program:** Senior Services
Reports To: Senior Center Administrator **Classification:** Non-Exempt, Hourly

POSITION OVERVIEW

Assist with day-to-day operation of Senior Center and other assigned duties. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

REQUIREMENTS

- High school diploma or equivalent.
- One year experience working with elderly or in the human service field.
- Strong clerical and bookkeeping skills.
- Good communication skills, both writing and verbal.
- Knowledge of computers and Microsoft Office programs.
- Submit to criminal background check.

JOB ESSENTIALS (depending on the center you are assigned to)

- Maintain client/participant confidentiality.
- Assist in organizing center activities with goal of enhancing participation.
- Accurately compile weekly/monthly paperwork as assigned by the supervisor, including but not limited to daily meal reports, route tracking sheets, NAPIS information, financial information, meal summaries, and food distribution recordkeeping.
- Assist with TEFAP and CSFP registration and distribution.
- Assist with congregate and home delivered meal donations in accordance with OSA and agency standards.
- Ensure distribution of monthly menus and nutrition education to congregate and home delivered meal participants.
- Maintain open communication with meal delivery personnel, keeping center supervisor apprised of client health and welfare issues.
- Assist with events, including decorating dining area in monthly or seasonal themes.
- Assist with table setting, dishing out meals, and cleaning the dining area.
- Assist in the kitchen or on meal routes as necessary.
- Participate in required staff trainings and meetings.

ADA Physical Activities Checklist

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- **Hearing:** Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive Motion:** Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

The worker will be subject to the following conditions

- **None.** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**