Senior Services Specialist

**JOB TITLE:** Senior Services Specialist  
**REPORTS TO:** Client Services Manager

**HOURS:** 8:00 PM – 2:00 PM  
Monday – Friday

**SALARY:** $15.00 Per Hour

**APPLICATION PROCESS:** Please complete the application and email it to Irene Tapner at itapner@jchesterhouse.org

**SUMMARY**

The Senior Services Specialist will work with the Client Services Manager to coordinate social, recreational and nutritional services for senior adults.

**PRIMARY RESPONSIBILITIES**

1. Maintain client records, files, daily sign in sheet(s) and other program records to ensure that appropriate services are delivered and documented.
2. Transport clients enrolled in the program to the agency and field trips.
3. Complete meal reservations and record daily meal count.
4. Assist with facilitating activities (exercise, arts & crafts, games etc.).
5. Assists in the timely and accurate completion and submission of program incident, financial and other program reports.

**ADDITIONAL RESPONSIBILITIES**

1. Excellent communication and interpersonal skills in order to establish relationships to access resources for senior services.
2. Work will require flexibility to work weekends.
3. Excellent communication skills and ability to interact productively with diverse staff, volunteers and customers

4. Excellent decision making skills to ensure the safety and security of the seniors.

5. Maintain communication with Client Services Manager to ensure the integrity and quality of the program.

6. Other duties as assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS**

1. High School Diploma or equivalent required, two years of college course work preferred.

2. Two years experience working with senior adults or equivalent experience in social services.

3. Bi-lingual English/Spanish, preferred.

4. Valid Texas Drivers License and automobile insurance required by law.

**WORKING CONDITIONS**

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

**CRIMINAL HISTORY BACKGROUND CHECK NOTIFICATION**

All new hires will be required to undergo a pre-employment Criminal History Background Check. A pre-employment Drug Test and/or Alcohol Test is also required.