FIELD REPRESENTATIVE SENIOR CITIZENS PROGRAM

Passaic County is seeking a full time staff to work in our Information & Assistance Department to perform work involved in assisting the aged. All duties performed on the job may not be listed.

EXAMPLES OF WORK:

- Interviews officials and senior citizens concerning problems of the aged.
- Gathers information regarding existing programs and the need, purpose, and available facilities for requested or proposed programs.
- Interviews senior citizens concerning problems of the aged.
- Answers questions on social security benefits, Medicare, Medicaid, welfare, food stamps, and other programs providing assistance for senior citizens.
- Investigates unusual problems by telephone or field contact, and analyses and reviews potential and current problems of clients.
- Determines why problems of the aged occur and proposes possible solutions.
- Maintains liaison with senior citizen clubs, religious and civic groups, and other organizations or individuals working with older people.
- Refers individuals to appropriate agencies for guidance and assistance.
- Prepares accurate and informative reports containing findings, conclusions, and recommendations.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above educational requirement may substitute additional work experience as described below on a year-for-year basis.
EXPERIENCE:

One (1) year of experience in work involving counseling or assisting senior citizens with matters involving their welfare.

KNOWLEDGE AND ABILITIES:

- Knowledge of the problems of the aged.
- Knowledge of the collection, preparation, editing, and distribution of information.
- Knowledge of methods likely to be effective in securing the active good will and cooperation of civic, business and other agencies.
- Knowledge of preparing suitable releases for newspapers.
- Knowledge of preparing reports and maintaining essential records and files.
- Ability to collect, analyze, and interpret sociological data and to express those clearly in conversation.
- Ability to work harmoniously with associates and other individuals.
- Ability to prepare clear, sound, accurate, and informative reports.
- Ability to maintain essential records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Interested applicants should submit a resume, references and salary requirements to:

Shirley Force, Director, 930 Riverview Drive, Suite 200, Totowa, NJ 07512 or email to shirleyf@passaiccountynj.org

Deadline to apply: March 31, 2020

Passaic County is an Equal Opportunity Employer