



Job Title:	Senior Center Clerk	Location:	Bridge City Senior Center
Part-Time:	20 hours per week	Salary:	\$9.50 per hour
FLSA:	Non-Exempt	Last day to apply:	May 3, 2024
Department:	Senior Centers	Supervisor:	Jessica Perez, Senior Center Supervisor

Job Summary:

This position is responsible for handling the general clerical needs associated with the operations of a senior center. This position has extensive one-on-one public contact.

Essential Functions:

- Handle all clerical work, mail and telephones for the senior center.
- Assist Coordinator with recruiting, training and supervising volunteers.
- Perform duties of Coordinator as needed.
- Assist clients in completing forms and questionnaires; i.e., Medicare, Medicaid, insurance claims, applications for membership and services.
- Maintain client confidentiality
- Perform other center-related duties as assigned by the Coordinator. This may include serving as a substitute nutrition site manager.

Special Requirements:

- Adhere to the policies stated in the Vehicle Management Policy.

Qualifications:

- High School graduate
- Clerical experience and computer proficient
- Calm temperament and disposition that displays sensitivity and a concern for the physical and emotional characteristics of senior citizens.
- Team Player.
- Must pass background check.
- Position requires frequent lifting of up to 10 pounds and occasional lifting of up to 24 lbs.

Work Environment:

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Jefferson Council on Aging Inc. believes that each employee makes a significant contribution to the success of the organization, and that contributions should not be limited by assigned responsibilities. Therefore, this job description is designed to outline essential functions, duties and qualifications, but not limit the incumbent to just the work identified. Each employee is expected to offer his/her talents, expertise, and services when necessary to ensure the achievement of this organization's goals.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience:

- High School graduate
- Experience with clerical/administrative duties and customer service
- Ability to communicate effectively both orally in person on multi-line telephone and in written form.

Computer Skills:

Working knowledge of Microsoft Office

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is frequently required to walk and use hands and is occasionally required to stand and reach.
- Employee must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs.

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