

PROGRAM AIDE - SENIOR SERVICES KINSHIP CARE PROGRAM

JOB TITLE: PROGRAM AIDE/AGING/KINSHIP (PART TIME)

DEPARTMENT: SENIOR SERVICES/AGING/KINSHIP

MUST MEET MINIMUM REQUIREMENTS: High school diploma or GED; experience in leisure programming to include but not limited to youth, adult and senior populations is preferred. Typing is required. Must possess and maintain a valid Georgia driver's license. Incumbent may be required to work - 25 hours per week, Monday - Friday, between 8:00 a.m. and 7:00 p.m.

NATURE OF WORK: The purpose of this classification is to assist in planning and implementing programs at the Kinship Care Center. This position requires working with instructors and staff at the center.

ESSENTIAL FUNCTIONS:

Serves as staff support to assist instructors for classes or tutoring which occurs in the afternoon and evening hours; organizes program supplies and prepares for classes and activities as needed; answers phone and makes calls; may assist children and grandparents or relatives on Kinship Care sponsored events or trips. Performs other related job duties as require.

Tasks require the ability to exert light to very moderate physical effort in sedentary to light work; may involve some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light to moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Under normal conditions essential functions are performed without exposure to adverse environmental conditions.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, personal interview, criminal history, credit check and drug screen.

TO APPLY: Applications may be submitted on-line at our County Website until position is filled.

Clayton County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities both prospective and current employees to discuss potential accommodations with the employer.

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