



Rio Arriba County

JOB DESCRIPTION VACANCY

SEP – Senior’s Employee Participant

DEPARTMENT:	SENIOR
PRIMARY LOCATION:	Espanola
SALARY:	\$12.00
POSITION STATUS:	Part-time Casual (20 hours per week)
FLSA Classification:	Non-Exempt
CLOSING DATE:	Open Until Filled
POSTING DATE:	09 March 2023

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision of the Seniors Department Director, employee will assume the duties of the Seniors Employee Participant directives to support and perform essential duties and responsibilities.

The general level and nature of this position: Described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Position Summary:

Under general supervision of the Senior Center Site Coordinator/Manager or designee, the Senior Employee Participant will be trained in a variety of job skills to include office support, transportation and meal delivery services for seniors in the community.

Duties and Responsibilities:

- Reports to Site Coordinator and/or Manager
- Demonstration of regular and reliable attendance
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county’s commitment to customer service excellence
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required
- Transportation services to seniors throughout the community such as taking seniors to senior centers, shopping, pharmacists, recreational activities, etc.



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- Provide assistance to seniors boarding and disembarking from the van at all times
- Assist with meal preparation and packaging of meals
- Provide home delivery of meals to seniors throughout the community

Job training skills will be provided to the selected employee in the following areas:

- Office and clerical support.

Minimum Qualifications:

- High school diploma or GED
- Must be 55 years old or older
- Receives an income of 125% of the federal poverty level or less; which depends on family size
- Reside legally in New Mexico
- Must be legally able to work in the U.S.
- Be unemployed
- Knowledge of all traffic laws and regulations pertaining to public transportation
- Able to understand all gauges in van, judge distances and speed to ensure the safety of passengers
- Good driving record for the past three years
- Must have at least three years of experience as a driver
- Be able to communicate with the elderly
- Successful completion of background investigation may include FBI fingerprint check. Selected candidate must not have a conviction of a felony.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire

Knowledge. Skills. and Abilities:

- Ability to multi-task in a fast pace environment.
- Ability to work with minimal general supervision
- Ability and compassion to work with the elderly
- Ability to get along with others
- Ability to act in an independent and conscientious manner using sound judgement
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing
- Ability to communicate in English and Spanish is a plus
- Experience transporting passengers
- Experience driving in all weather conditions
- Experience assisting in a kitchen environment



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Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 40 pounds. If an item is above 40 pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Works performed in an office setting, a commercial kitchen/cooking environment, as well as driving a passenger van/vehicle with a moderate noise level, occasionally working under stressful conditions and possibly for extended periods. Works performed in facilities located within Rio Arriba County. This position requires performance on Visual/Video Display Terminals (VDT), extensive personal computers and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Environments and in the event of County emergencies.

Working conditions for individual positions in this classification will vary based on each department utilization, essential functions and the recruitment needs at the time a vacancy posts. All requirements are subject to possible modification to accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) thirty days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest, Resume and Job Application to:

JobApplications@rio-arriba.org

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 Ext: 2510*

*Tierra Amailla Office * P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*