



Tooele County Health Department

Job Title: Activity Specialist III

Starting Salary: \$16.01 per hour

Status: Full-time position with benefits

Closing Date: January 11, 2018 at 5:00 p.m.

In House- Tooele County Employees Only

The Opportunity

The Tooele County Health Department has an opening in its Aging Division for an Activity Specialist III. This position provides advanced administrative support for the Senior Center. Assists with the oversight of the daily operations of the Senior Center in coordination with the Center Supervisor. Assesses the needs and develops programs in accordance with Tooele County Aging Services goals. This candidate should possess considerable knowledge of the aging process, needs and problems of older adults and various methods and techniques to assist them. This is a fun and interactive position as well as offering the office setting. Please see the full job description for needed qualifications, skills and job functions.

Job Functions

- Plans, organizes, implements, and evaluates a variety of activities for older adults in the Senior Center with other activity specialists.
- Creates fliers and marketing materials for programs. Conducts outreach to encourage seniors to begin, increase or continue participation. Provides information and referral for seniors and/or their families
- Answers telephone and relays messages, greets and routes visitors and calls to the appropriate individuals. Responds to a variety of questions. Responsible for the dissemination of mail to the appropriate area.

Minimum Qualifications

- Graduation from high school or GED equivalent;
- AND**
- Five years' experience in advanced office responsibility and general work responsibility;
 - Preference will be given to those who have experience working with senior populations.

Knowledge, Skills & Abilities

Skill in the operation of personal computers and modern workplace software. Ability to establish and maintain effective working relationships with employees, other agencies and the public. ability to deal with the public under conditions of stress and maintain composure and professionalism.

For a complete job description or an on-line application please visit

<http://www.co.tooele.ut.us/hr.html>

Applications must be attached to a resume and submitted to

Tooele County Human Resource Office, Rm 308

47 South Main Street Tooele

or email application and resume to tadams@tooeleco.org

EEO Employer

TOOELE COUNTY
Job Description

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|-----------------------|--------------------------------|------------------|-------------------------------|
| TITLE: | <u>Activity Specialist III</u> | JOB CODE: | <u>651</u> |
| DIVISION: | <u>Aging</u> | EFF.DATE: | <u>1/2/2018 (Last 9/2015)</u> |
| DEPARTMENT: | <u>Health</u> | GRADE: | <u>17</u> |
| EEO CLASS: | <u>Administrative Support</u> | FLSA: | <u>Non-Exempt</u> |
| WORKERS COMP.: | <u>County</u> | CDL: | <u>Not Required</u> |

GENERAL PURPOSE

Provides advanced administrative support for the Senior Center. Assists with the oversight of the daily operations of the Senior Center in coordination with the Center Supervisor. Assesses the needs and develops programs in accordance with Tooele County Aging Services goals.

SUPERVISION RECEIVED

Works under the supervision of the Center Supervisor and the general supervision of the Aging Services Director.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

Answers telephone and relays messages, greets and routes visitors and calls to the appropriate individuals. Responds to a variety of questions. Responsible for the dissemination of mail to the appropriate area.

Plans, organizes, implements, and evaluates a variety of activities for older adults in the Senior Center with other activity specialists. Coordinates the scheduling and space assignments for Senior Center programs and activities.

Performs a variety of general accounting and bookkeeping of division expenditures. Including handling of deposit of project income collected from activities such as meals, home delivery and transportation.

Creates fliers and marketing materials for programs. Conducts outreach to encourage seniors to begin, increase or continue participation. Provides information and referral for seniors and/or their families.

Attend scheduled monthly team meetings. Commit to professional development.

Provides support to the nutrition program as needed such as; delivering Meals on Wheels, conducting nutrition assessments, serving food, and cleaning the dining area.

Track and record activities and data entry for programs and persons served.

Orders and distributes office supplies and equipment and responsible for maintaining office equipment. Organize and inventory supplies and equipment.

Assist with monthly newsletter, daily reservations and assist with activities and programs of Tooele Center Board.

May perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from High School or GED equivalent

AND

B. Five (5) years' experience in advanced office responsibility and general responsible work, preferably in a public service setting with experience working with senior populations.

OR

C. Equivalent combination of experience and/or education.

2. Required Knowledge, Skills, and Abilities

Considerable knowledge of the aging process, needs and problems of older adults and various methods and techniques to assist them.

Ability to multi-task, to prioritize duties and manage time effectively.

Knowledge of modern business office practices including: English, math, spelling, punctuation, vocabulary, filing, typing, creating marketing etc.; some knowledge of a variety of types of standard office equipment.

Skill in the operation of personal computers and modern workplace software (Word, spreadsheets, databases).

Ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing; ability to deal with the public under conditions of stress and maintain composure and professionalism.

3. Special Qualifications

Ability to travel. Valid Utah Driver's License. Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months.

4. Working Conditions and 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. Working conditions conform to indoor and outdoor environment.

While performing the duties of this job the employee is frequently required to sit, talk, hear use hands, fingers and arms. The employee is frequently required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. Candidate must have the strength and coordination to be able to aid older adult clients. Hand dexterity is required for computer use. There will be limited travel. Candidate may be required to exert light physical effort, including

frequent lifting of up to 25 pounds and occasional lifting of up to 50 pounds.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- < thoroughness, planning and organization, neatness and accuracy;
- < learning and knowing all phases of the job; recognizing and solving routine problems;
- < knowing the office policies, systems and services;
- < compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- < being able to perform new duties, adjust to new situations, and control of self under pressure;
- < being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- < making decisions; studying and considering all facts; using common sense;
- < cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- < being friendly, helpful and showing self-control;
- < being punctual in attendance; and
- < being professional in dress and manner; showing good housekeeping of the general work area.

Approved:

Dated this ____ day of _____, 2018.

Department Director

Human Resource Director

Commissioner

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Health Department.

Employee's Signature

Date