

SENIOR AIDE TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position are participating in the Senior Community Service Employment Program (SCSEP) through the Office of the Aging. The participant will be placed in a government or not-for-profit agency in their chosen field to learn fundamental work habits and skills. Assignments are made according to the specific job goal established by the participant. The duration in SCSEP depends upon the participant's ability to learn the skills needed to become successful in his/her chosen field. Although the work is performed under the direct supervision of a training site supervisor, a Job Developer is responsible for placement and oversight. Does related work as required.

TYPICAL WORK ACTIVITIES:

The participant selects a job goal and the Job Developer establishes a training assignment which will help the participant gain skills and experience to become employable.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn the fundamental work habits of a good employee such as coming to work daily and on time;
Ability to learn skills in his/her chosen field;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must meet SCSEP guidelines.

SPECIAL REQUIREMENT:

The positions are created and modified for the participants within the physical and mental abilities of the individual. Participants must sign a Training Assignment Description (TAD) attesting to their capability.