



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

SENIOR CENTER RESPITE COORDINATOR/CUSTODIAN

DAWSON COUNTY SENIOR SERVICES

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for the interaction, activities, engagement, and care for respite clients along with daily custodial duties for Senior Services buildings including dusting, sweeping, vacuuming, emptying trash, cleaning restrooms, etc. Employee receives supervision from Senior Service Director.

ESSENTIAL DUTIES

- Seek out new clients and promote the program.
- Responsible for daily interaction and activities for the program.
- Plan and lead exercise classes for the program.
- Maintain program activity calendar for the program participants and their families.
- Seek out volunteers to assist with the program.
- Prepares and maintains volunteer and client records as needed.
- Compiles monthly and annual volunteer reports to RSVP Coordinator.
- Serve meals and snacks to clients in program.
- Attend seminars and training for dementia treatment in area.
- Assist with administrative duties as needed. Duties to include, but not limited to, answering phones, typing documents and serving as receptionist. Greeting seniors and visitors as they enter the center.
- Dusts, sweep, mop, vacuum floors/carpets.
- Clean restrooms, restock supplies.
- Routine maintenance to custodial equipment/supplies.
- Empty trash receptacles and bags for proper disposal.
- Ensure proper care in the use and maintenance of equipment and supplies.
- Maintain adequate janitorial supplies for the day to day operation.
- Other duties as assigned.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Knowledge of county ordinances, Legacy Link policies, DHS policies, department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.
- Knowledge of modern office practices and procedures.

- Knowledge of applicable state laws and county ordinances.
- Knowledge of county policies and procedures, including purchasing procedures.
- Knowledge of department policies and procedures.
- Knowledge of custodial practices, machinery, and related equipment.

SKILLED IN:

- Skill in organizing, prioritizing and supervising work.
- Skill in operating such office equipment as a computer, calculator, facsimile machine, and copier.
- Skill in communicating effectively with senior clients and their family.
- Skill in interpersonal relations with a variety of age groups.
- Skill in oral and written communications.
- Skill in operating various cleaning equipment.

ABILITY TO:

- Understand verbal instructions.
- Understand and follow safety procedures.
- Lift heavy objects when required.

COMPLEXITY

The work consists of related administrative, activity, and custodial duties. Time constraints, the variety of situations encountered, and contact with clients, their family, and staff contribute to the complexity of the work.

CONTACTS

- Contacts are typically with clients, their family members, co-workers, and other county employees.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to lead the respite care program and the daily interaction, activities and care for the respite clients, and to maintain custodial duties for Dawson County Senior Services. Successful performance helps ensure the efficient and effective operation of the department.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects.

Environmental Factors: The work is typically performed in an office, but can involve working outdoors when required.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over volunteers.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must be physically able to lift, bend, stoop, climb, and reach.
- Previous experience with senior clients in a daily activity center.
- Some custodial experience preferred.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____