



Town of Scituate

195 DANIELSON PIKE
P.O. BOX 328
NORTH SCITUATE, RHODE ISLAND 02857

Senior Services Part time Position

Typical hours: Maximum hours/week 19.5hrs. This makes for the position to be a Non-Benefit eligible position.

Commitment: To support the mission of Senior Services of Scituate with compassion for the population we serve with a degree of physical, emotional and social concern for both the elder's and their families.

Duties: The part time position reports to the Scituate Senior Services director. The employee must demonstrate time management skills with regard to following a schedule given at the start of each morning with specific tasks to carry out; to include assisting within the building with the needs of the seniors relating to kitchen, dining room, activities, driving, and more. Communication is key among all employees. Field Trips are scheduled in advance and to be followed with precise time management skills.

Employment Qualifications and Skills:

- Exceptional Communication skills
- Understanding and experience working with the elderly population
- Ability to maintain and follow a schedule throughout each shift
- Time management skills
- Perform safe driving

Physical Demands: Typical activities found in an office/senior center. Ability to sit and stand longer than 30 minutes at a time. Tasks to be performed with or without reasonable accommodations.

Licenses and Certifications: To hold a valid state driver's license. Must acquire a chauffeur's license within the first month of hire.

In Addition: A pre-employment drug test and BCI is mandatory.

This description intends to identify the major duties and requirements and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for a successful job performance. Flexibility in scheduling is a requirement.

Please email a letter of interest to Cignacio@Scituateri.org

The Town of Scituate is an Equal Opportunity Employer