



Town of Scituate

195 DANIELSON PIKE
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Generations at Chopmist Hill Inn
Scituate Department of Senior Services
October – 2020

Senior Services Flex Aide Part time-Temporary Position

This position is a temporary position that is not expected to exceed 8 weeks from the start date

Typical hours: 9am-3pm: Maximum hours/week 19hrs. This makes for the position to be a Non-Benefit eligible position. [COVID HOURS MAY VARY..... Monday – Friday 9-12 with alternating weekend days both Saturday and Sunday; even if weekly hours exceed 19 to due to covid, temporary employee will continue to be non-benefit eligible for benefits.]

Beginning Wages: \$14.95/hr.

Job Summary: This is a temporary position working within the Senior Services department within the town of Scituate. This position will fill the role titled part time-temporary. (detailed duties description below)

Commitment: To support the mission of Generations at Chopmist Hill Inn, 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 temporary 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 driving. Communication is key among all employees. [Responsibilities may vary due to COVID]

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.

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 Delhelw@Scituateri.org

The Town of Scituate is an Equal Opportunity Employer