



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: February 2, 2023

Date Listing Will Close: February 9, 2023 at 5 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: Program Aide- 2 Positions

Location /Department: Senior Resources- Saucier Senior Center

Salary: \$12.00 per hour (30 hours per week/

Position Summary: with benefits)

See Attached Job Description

HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and AD.A.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Program Aide – (30 hours per week with benefits)

DEPARTMENT: Senior Resources Agency

FLSA STATUS: Non-Exempt

REPORTS TO: Center Director

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: February 2, 2023

CLOSING DATE: February 9, 2023

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The Program Aide is responsible for functions delegated by the Senior Center Director and involved in close association with community workers, individuals, groups, and organizations.

ESSENTIAL JOB FUNCTIONS:

1. Assists and plans group activities, individual activities, and projects for Senior Center Programs
2. Coordinates support services on behalf of clients
3. Assists in providing activities for well health, creative initiatives, socialization and any activity beneficial to maintaining the self-sufficient dignity of the individual client
4. Assists in providing information on clients and maintaining records that reflects accurate participation in programs, rosters, resource listings, and other record keeping as needed for smooth and professional operation of the center
5. Teaches clients arts and crafts, needlework, ceramics, etc.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Recruits and assists with program volunteers
2. Works closely with Center Director in maintaining supplies and materials
3. Assists other employees with providing basic daycare for Senior Citizens
4. Performs other related duties as required

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge all related safety procedures
- Ability to follow written and verbal instructions
- Knowledge and skills of teaching arts and craftwork

- Ability to maintain confidential information and research benefit information
- Ability to establish and maintain accurate record keeping systems
- Ability to communicate effectively both orally and in writing

These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school or by obtaining a GED Certificate and (2) years of experience in a related field of employment. Equivalent combinations of education and experience will be considered

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position. Employee must be able to drive Harrison County vehicle to job site if assigned.

SALARY RANGE: \$12 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting pushing or carrying 40 pounds or more		
Work involves the operation of earth-moving equipment or commercial motor vehicles		
Work involves the operations of non-commercial motor vehicles		
Work involves the operation of tools such as axes, shovels, and sling blades, etc.		
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawnmowers, tractor		
Work involves climbing or running		
Work involves standing, bending, twisting or reaching out in unusual positions		
Works above ground or floor level, such as on stools or ladders		
Works in a relatively high average temperatures over a long period of time		
Work involves considerable physical exertion of the whole body over a long period of time		
Work requires near vision (20 inches or less)		
Work requires distance vision (20 feet or more)		
Work involves the detection of color differences		
Work involves determination of the correct location of a sound, such as footsteps		
Work involves hearing and understanding conversation or sounds		

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		
Wet, Humid Conditions (non-weather)		
Work Near Moving Mechanical Parts		
Work in High, Precarious Places		
Fumes or Dust		
Toxic or Caustic Chemicals		
Extreme Heat (non-weather over 90° F.)		
Low Noise (e.g., business office)		
Moderate Noise (i.e. motorized equipment such as lawn mowers)		
Loud Noise (e.g., jackhammer, heavy motorized equipment)		