



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

***JOB OPPORTUNITY #1005***  
***Posted Friday, February 23, 2024 until filled***

Position: Recreation & Education Assistant  
Department: Aging  
Pay Grade: 6  
Compensation: \$16.84/Hour

**Definition:** Under supervision in accordance with the Agency Organization Chart, assists with implementing programs and daily operation of assigned Senior Center/Adult Day Care Facility. Assists with the preparation and serving of congregate meals and home delivered meals to elderly persons requiring supportive services; Assists in providing direct service to clients and their caregivers; Supports the Recreation & Education/Adult Day Service Coordinator in programming & record keeping; Works on matters requiring confidentiality and discretion; Performs related duties as assigned.

**Typical Examples of Duties & Percentage of Time:**

- 60-70% Assists with planning, developing, scheduling, implementing, and supervising activities for senior citizens to meet their physical, cognitive, community, health & wellness, creative, educational, travel and social needs activities at assigned Senior Center/Adult Day Care Facility; Provides direct services to clients including those with Alzheimer's or other forms of dementia; Ensures a safe environment for clients through appropriate staffing and oversight; Assists in calendar planning; Assists in preparing a monthly schedule/calendar that provides balanced programming and opportunities for varied activities; Assists in coordinating transportation services; Takes reservations for programs and events; Supports the Recreation & Education/Adult Day Service Coordinator with record keeping; Tracks and reports supportive services, information and referral and mass outreach; Inputs registrations and daily roster information into the agency database including the number of clients served, type of program accessed and services provided; Verifies all clients information in the agency database is accurate with attention to client emergency information and levels of participation; Communicates with Public Information staff to ensure that the recreation and education programs are advertised and promoted in the community; Monitors implementation and operation of Senior Center/Adult Day Service in absence of Recreation & Education/Adult Day Service Coordinator; Evaluates and adjusts programs to meet client needs; Resolves issues or problems with assistance from the Recreation & Education/Adult Day Service Coordinator; Develops and maintains courteous and professional relationships with clients, organizations/agencies and affiliations, supervisors, co-workers and volunteers; Exhibits appropriate behavior through language, positive attitude, dress code and hygiene.
- 20-30% Assists with coordination the preparation and serving of congregate meals and home delivered meals to elderly persons requiring supportive services; Ensures safe and sanitary conditions in accordance with prescribed standards; Serves breakfast, snacks and oversees food and beverage area; Assists with maintenance of supplies and facilities Cleans and sanitizes kitchen area and equipment (pans, utensils, ovens, steam table, refrigerator, freezer) in accordance with established sanitary guidelines; Performs routine custodial tasks including but not limited program set up and break down; collecting and disposing of paper and debris, cleaning and sanitizing program areas and supplies; Completes documentation of client

behavior, activities and interactions, including personal observations; Prepares and places food and supply orders; Receives, records, and inspects food and supplies;; Receives, records and tracks monetary donations and fees from clients in accordance with agency cash handling policy.

10 - 15% Coordinates with Agency personnel on special projects and assignments; Assists with training, supervising and scheduling staff, including aids and volunteers; Attends workshops, in-service training and staff meetings; Assists with the maintenance of supplies and facilities; Performs related duties as assigned.

### **Knowledge, Skills and Abilities:**

Knowledge of (1) physical and psychological aspects of aging including Alzheimer's Disease and Dementia (2) personnel and management principles and practices; (3) \*departmental rules and regulations; (5) rules and regulations related to client rights. Skill in (8) computer operations including Microsoft Office and internet (9) and other related office equipment. Ability to (10) deal effectively with the general public, clients, supervisors, co-workers and volunteers; (11) resolve complaints (12) communicate verbally and in writing with others; (13) clearly explain procedures to others; (14) maintain a variety of records; (15) use independent judgment; (16) follow verbal and written instructions; (17) meet schedules and time lines; (18) work independently and productively with minimal supervision; (19) hold and maintain ServSafe certification; (20) interpret and ensure compliance with applicable regulations, policies and rules.

\* Developed after employment

### **Suggested Training and Experience Requirements:**

High School Diploma or G.E.D.; 2 years' experience working in human services/recreation; Or equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities of the job.

### **Additional Requirements:**

Must pass (test negative) pre-employment drug test.

May work flexible schedule based upon needs of agency

Must pass criminal background checks and public database checks and remain qualified annually.

Must be certified in First Aid and CPR, issued by an authorized agency and capable of providing First Aid and CPR

Must maintain all Licenses and Certifications applicable to position as well as those acquired during the course of employment

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

May drive personal vehicle for county business.

May be required to drive a county vehicle for county business

Is subject to inside and outside environmental conditions.

Required to perform moderate physical activity on a daily basis

Require mobility to stand, walk, stoop, reach twist and bend.

Perform work which involves lifting, pushing and/or pulling of objects which may approximate 25 pounds.

Require vision (which may be corrected) to read small print

Is subject to varied environmental conditions including outdoor, office, and residential settings as well as local driving conditions.

Is subjected to varied client behaviors and diagnoses

Please submit your resume and application to the Geauga County Commissioners, Attn: Human Resources Administrator#1005 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 OR

e-mail [boccjobs@geauga.oh.gov](mailto:boccjobs@geauga.oh.gov)

Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>