City of Las Vegas
Career Opportunity

Applications are being accepted for a full-time **Assessment Coordinator** for the City of Las Vegas Senior Center Division

Entry Level: $12.29

Nature of Job: Primary responsibilities are to determine eligibility for the Meals on Wheels Program, compile and maintain statistics on any waiting lists, and develops programs and activities for Senior Citizens while maintaining compliance with all established policies and procedures. Assess eligible seniors who are referred to the Las Vegas Meals on Wheels Program per AAA policy. Assess eligible individuals for all possible benefits for Medicare, Medicaid and social security. Identify and evaluate senior citizens who attend the Senior Centers (Las Vegas, San Miguel, and Pecos) for meals per AAA policy. Re-evaluate existing Meals on Wheels recipients as per AAA. Responsible for maintaining any/all checklists and logs associated with the position. Provides exemplary customer service to Senior Center participants, employees, management, and the general public. Tracks and creates reports on Senior Center Participants. Ensures policies, procedures, rules and regulations are enforced Carries out publicity activities to promote Senior Citizen services and generate community support. Assists in developing budgets for programs, scheduling recreation events and trips, coordinating calendars, menus and workshops as needed. Cross-trains with other facility positions, and fills in as necessary. Assists the Senior Center Manager in developing budgets for programs. (A detailed job description is available at the Human Resource Office.)

Qualifications: High school diploma or equivalent and a minimum of one-year actual experience in performing assessments. Valid NM Driver's License and must be insurable by the City's insurance carrier.

Posted: General Public: August 2, 2016 thru August 9, 2016

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Richard R. Trujillo, City Manager

April Gonzales
Human Resource Manager