



JOB ANNOUNCEMENT

General Public

OPEN DATE: June 9, 2022

CLOSE DATE: Until Filled

JOB TITLE: Chore Worker

PAY RATE: \$13.00/hour

DEPARTMENT: Senior Center

DIVISION: Senior Center

SUMMARY

Under close supervision, performs heavy housework, yard work, or sidewalk maintenance services to San Miguel County clients in a residential environment; conducts wellness observations of client in order to support senior independence and quality of life.

DUTIES AND RESPONSIBILITIES

- Provides services to ensure that client needs are met in a safe home setting that promotes independence.
- Provides heavy housework duties such as painting, yard work duties to include cutting weeds, cleaning yards, chopping wood and bringing it into the home as needed.
- Documents and reports any activities or changes that may directly affect the client and immediately notifies supervisor of any accident or sudden change in client's emotional or physical condition.
- Maintains accurate records and logs of activities performed and assists in conducting client updates and assessments.
- Attends required training and staff meetings and performs other related work as assigned/directed.
- Other duties as assigned.

MINIMUM JOB REQUIREMENTS

- High School Diploma/GED Certificate and previous driving experience with a clean driving record for the past one year and experience performing basic office and records/file maintenance and customer service activities; experience working with the elderly population in a caregiving or senior program environment is preferred but not required.

EMPLOYMENT REQUIREMENTS

- Ability to maintain a valid New Mexico driver's license
- May be required to obtain First Aid and CPR certification within a specified period of time after hire.
- Must pass a background check applicable to position.

KNOWLEDGE, SKILLS, ABILITIES

- Basic operational characteristics, services, and activities of senior programs, including gerontology programs.
- Principles and processes for providing customer service to clients.
- CPR and first aid principles and practices as required.
- Senior citizens health and wellness services and guidelines.
- Operation of a variety of home appliances and tools.
- Driver safety principles and practices.
- Safety procedures and guidelines associated with assigned work.

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- Records and file tracking and maintenance.
- Effective communication principles and practices including oral and written communication to include customer service skills.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Customer service and ability to work with potentially difficult clientele, including senior citizens.
- Understanding and caring attitude toward senior citizens, and must display a willingness to be available to the service of the seniors.
- Operating and driving safely to and from appointments.
- Being adaptable and flexible in job duties and in meeting deadlines.
- Ability to operate tools and equipment required to perform job requirements including lawn mower, weed eater, wood splitter, axe, dishwasher, stove, washing machine, microwave oven, and other kitchen appliances; broom, mop, motor vehicle, and telephone.
- Indigent services available within the County.
- Performing a variety of general office clerical duties relevant to area of assignment, including preparing required reports.
- Communicating effectively verbally and in writing, including customer service.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

WORKING CONDITIONS

- Work is performed in a residential setting and is regularly required to operate a motor vehicle to get to and from work assignments.
Occasionally may be required to lift or carry items weighing up to 40 pounds; and regularly is exposed to potential physical harm, hazardous chemicals, and infectious disease when providing residential chore services to senior citizens.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at:


http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Human Resource Director