



JOB ANNOUNCEMENT

General Public

OPEN DATE: August 18, 2022

CLOSE DATE: Until Filled

JOB TITLE: Back Office Assistant

PAY RATE: \$13.00/hour

DEPARTMENT: Community Services

DIVISION: Senior Center

SUMMARY

The Back Office Assistant will assist in performing under the supervision of the Assessment Coordinator, Assistant Senior Center Manager, Community Services Director, or designee. Primary responsibilities are to assist the Assessment Coordinator in all the duties as follows: complete an initial assessment of clients and the follow up reassessments of each client, documentation, and case management of each individual file, communicating with AAA as part of the case management in the SAMS data, compile and maintain statistics on any waiting lists, data entry into the SAMS database, and communicates with all drivers on changes that are made to rosters while maintaining compliance with all established policies and procedures.

DUTIES AND RESPONSIBILITIES

- Will Assist in Assessing eligible seniors who are referred to the Las Vegas Meals on Wheels Program per AAA policy.
- Will Assist in Communicating with AAA regarding the status of assessments completed to assure seniors are entered in to the AAA database.
- Will Assist to Compile rosters from all services and sites and enter units into the SAMS Database.
- Will Assist in Printing and communicating with drivers on changes in route and rosters.
- Assist eligible individuals for all possible benefits for Medicare, Medicaid, and Social Security.
- assist receptionist staff in identifying and evaluating senior citizens who attend the Senior Centers (Las Vegas, San Miguel, and Pecos) for meals per AAA policy.
- Re-assess existing Meals on Wheels recipients as per AAA.
- Provides exemplary customer service to Senior Center participants, employees, management, and the general public.
- Follows all policies, procedures, rules, and regulations.
- Assists in promoting Senior Citizen Activities and generate community support.
- Cross-trains with other facility positions and fills in as necessary.
- Prepares work to be accomplished gathering and sorting documents and related information.
- Performs general clerical duties to include, but not limited to answering phones, recordkeeping, copying, faxing, mailing, and filing.
- Prepares correspondence memos, forms, and reports.
- Maintains a safe and sanitary work environment.
- Performs related work as required.

MINIMUM JOB REQUIREMENTS

- High school diploma or equivalent.
- Computer knowledge.

PREFERRED REQUIREMENTS

- Bilingual

- Use of Excel, Word and Google Spreadsheets

EMPLOYMENT REQUIREMENTS

- Must possess and maintain a New Mexico Class D Driver's License.

CERTIFICATIONS- The City will provide for the following certifications if not held:

- CPR and First Aid
- Food Serv Safe

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of state and federal laws, rules, regulations, and guidelines regarding Meals on Wheels and other regulatory agencies working with the Senior Centers.
- Knowledge of the day to day operating principles and regulations.
- Knowledge of all functions of municipal operations or the ability to acquire such knowledge effectively and in a timely manner.
- Basic knowledge of the City's Personnel Rules and Regulations, Union Contracts, Employee Benefits and administrative functions.
- Ability to use Microsoft Office Suite, and general office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to deal effectively with other organizations and the public providing excellent customer service.
- Ability to work independently.
- Ability to learn and evaluate new equipment and systems applicable to municipal government.
- Ability to demonstrate interpersonal skills and tack with other organizations, department directors, employees, and general public.
- Must be self directed and able to work with minimum supervision.
- Ability to gather data, compile information and prepare reports.
- Ability to work under stress and handle stressful situations.
- Ability to meet deadlines.

WORK ENVIRONMENT

- Work is performed primarily in an office setting indoors.
- Work requires travel and field work for assessments of the Meals on Wheels program.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds.
- Work requires frequent standing, walking, bending, squatting, climbing, and kneeling.

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:

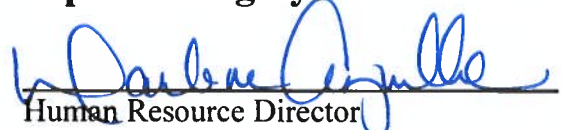
<https://www.lasvegasnm.gov/general-7-1>

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