



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: February 25, 2025
CLOSE DATE: Until Filled

JOB TITLE: Assessment Coordinator

PAY RATE: \$15.00+ (based on experience)

DEPARTMENT: Las Vegas Senior Center

DIVISION: Senior Center

SUMMARY:

The Assessment Coordinator performs under the supervision of the Senior Center Manager, Assistant Senior Center Manager, Community Services Director, or designee. Primary responsibilities are to 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:

- Assess eligible seniors who are referred to the City of Las Vegas Meals on Wheels Program per AAA policy.
- Communicate with AAA regarding the status of assessments completed to assure seniors are entered in to the AAA database.
- Compile rosters from all services and sites and enter units into the SAMS Database.
- Print and communicate with drivers on changes in route and rosters.
- Reconcile and submit monthly reporting timely.
- Assist eligible individuals for all possible benefits for Medicare, Medicaid, and Social Security.
- Coordinate and 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.
- 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.
- Assists in carrying 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 in developing budgets for programs as needed.
- Assists and communicates program and course content, advise on problems of techniques, and evaluates program effectiveness regarding roster improvements and route changes.
- Assists in designing and implementing recreational programs for the Senior Citizen sites.
- Prepares work to be accomplished gathering and sorting documents and related information.

Assessment Coordinator

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- 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.
- One (1) year actual experience in performing assessments.
- Must have 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.
- Must obtain and maintain CPR and First Aid Certifications within six (6) months of hire date.
- Required to attend a Defensive Driving course during orientation/first day of employment.

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

- CPR and First Aid
- ServSafe Certification

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, Google Suite, Non-Metro AAA Software sites 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 Senior Center Program and 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>

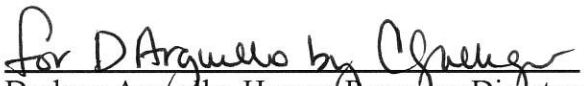
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director