



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES
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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Senior Citizen Program Aide

Department: Health and Human Services

Division: Food & Nutrition

Exempt/Non-Exempt: Non-Exempt, Local 246

Workweek: M-F, 8:00AM – 3:30PM (37.5 hours)

Salary: **\$32,000-\$36,000** based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), mileage reimbursement, life insurance, and more.

The Department of Health & Human Services' Home Delivered Nutrition Program or "Meals on Wheels" program provides nutritionally balanced meals to homebound Jersey City residents who are 60 years of age or older. The program seeks to alleviate hunger, food insecurity, and social isolation experienced by seniors who want to stay in their own homes but cannot shop for groceries or prepare meals for themselves.

The Division of Food & Nutrition at the City of Jersey City is looking for a **Senior Citizen Program Aide** who will report to the Meals on Wheels Supervisor of Senior Citizen Outreach & Referral. The Senior Citizen Program Aide performs a variety of tasks relating to the intake and assessment of senior clients for the Meals on Wheels program. This position requires extensive data collection about the senior client to determine eligibility for the program. The Senior Citizen Program Aide will work out of the Department of Health & Human Services campus but will spend extensive time in the field and travel throughout Jersey City to meet with senior clients in their homes.

Job Duties:

- Screens all requests for program services by determining eligibility; while providing information and counseling to enable clients to access government and community resources
- Conducts initial comprehensive home assessment to determine program eligibility and client reassessments to evaluate existing services
- Develops and maintains contact with government agencies and community based organizations as needed, to develop, maintain, and/or expand social service projects for the elderly
- Contacts government agencies and community based organizations to make needed referrals
- Collects all required client data, to enter and update client information in the client management system as needed
- Coordinates with Meals on Wheels supervisor to place clients on the delivery route and informs clients of the first delivery date
- Communicates with clients, caregivers, and family members to stay abreast of delivery dates and any changes in status of clients

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Experience: Minimum one (1) year of experience in the field of human services. Must possess valid New Jersey Driver's License and a dependable, insured personal motor vehicle.

Essential Skills:

- Ability to work independently with minimal supervision
- Detail-oriented with strong recordkeeping and organizational skills
- Excellent interpersonal skills with the ability to work collaboratively and foster positive and professional relationships with co-workers, supervisors, clients, and community/government agencies
- Communicate with diverse populations
- Plan and prioritize work activities to meet deadlines and program goals
- Proficient in computer applications such as Microsoft Office including Outlook, Word, and Excel
- Ability to quickly learn new computer programs; experience with client management systems a plus
- Willingness to travel throughout all neighborhoods of Jersey City and desire to work in the field to meet with clients in their homes

Preferred Education Background: B.S.W, B.S., B.A. (human services fields preferred)

Preferred Skills:

- Bilingual (Spanish/English) or (Arabic/English) preferred but not required
- Experience working with and knowledge of the senior citizen and/or disabled community
- Strong organizational, research, and oral and written communication skills
- Knowledge of Jersey City neighborhoods and local government and/or community resources

This is a Civil Service position and you may eventually need to pass and qualify for the applicable civil service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.