



Village of Logan
Gateway to Ute Lake
"Best Little Village By a Dam Site"
P.O. Box 7
Logan, New Mexico 88426

Village Office (575)487-2239
Police Depart. (575)487-2856
Motor Vehicle (575)487-2815
Senior Citizens (575)487-2287

VILLAGE OF LOGAN SENIOR CITIZENS CLIENT SERVICES ASSISTANT

The Village of Logan Senior Center has a vacancy in the Senior Citizens Client Services Assistant position:

The Senior Programs Client Services Assistant is responsible to assist in all aspects of the operation of the Senior Center and is directly responsible to the Senior Program Manager. The Senior Client Services Assistant is responsible for assisting the Senior Programs Manager, Cook, or Driver on the daily function of the center to include, but not limited to the nutrition program, social service programs, transportation program, health promotion program, and congregate program, and any other program which may be acquired in the future. The Senior Programs Client Services Assistant shall work to be an advocate on behalf of the Senior Citizens to assure that they obtain the necessary services and information to enhance their quality of life.

Applications may be picked up and completed applications may be dropped off at the Village of Logan Administrative Offices. Applications will be accepted until filled.

Posted December 13, 2023

**SENIOR PROGRAMS
CLIENT SERVICES ASSISTANT**

JOB DESCRIPTION

POSITION SUMMARY: The Senior Programs Client Services Assistant is responsible to assist in all aspects of the operation of the Senior Center and is directly responsible to the Senior Program Manager. The Senior Client Services Assistant is responsible for assisting the Senior Programs Manager, Cook, or Driver on the daily function of the center to include, but not limited to the nutrition program, social service programs, transportation program, health promotion program, and congregate program, and any other program which may be acquired in the future. The Senior Programs Client Services Assistant shall work to be an advocate on behalf of the Senior Citizens to assure that they obtain the necessary services and information to enhance their quality of life.

POSITION DUTIES: The duties of this position include, but are not limited to:

- Assist in the daily operations of the center. Including all activities and services provided by senior center.
- Ensure a safe and clean atmosphere throughout the Senior Center.
- Assist in the assessments/reassessments of consumers to determine service eligibility.
- Assist in kitchen when necessary.
- Provide transportation services as needed.
- Other duties as assigned by Senior Programs Manager or his/her designee, to meet the goals and objectives of the program.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 40 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low. Job performed indoors in a demanding, fast-paced environment where priorities must be set and deadlines met.

CONFIDENTIALITY AGREEMENT

I agree not to disclose client/consumer information of a personal and confidential nature to anyone except to those individuals with a valid need to know that my employer has identified and assuring that the client/consumer has signed a release of information form. My signature below warrants that I have read, understand, and will follow this CONFIDENTIALITY AGREEMENT.

Mark those that apply:

Employee Volunteer Other

Signature: _____

Printed name: _____ Date: _____

Supervisor

Signature: _____

Printed name: _____ Date: _____

APPLICATION FOR EMPLOYMENT

NAME: _____
POSITION: _____
DATE: _____ / _____ / _____

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

Advertisement Relative Inquiry
 Employment Agency Friend Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: _____ : _____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

..... If Yes, give date _____

Have you ever been employed with us before?..... Yes No

 If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)
 Part-Time (please indicate Mornings Afternoon Evenings)
 Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
 You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1. _____ (Name) _____ () _____ Phone #
 _____ (Address)
2. _____ (Name) _____ () _____ Phone #
 _____ (Address)
3. _____ (Name) _____ () _____ Phone #
 _____ (Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

