

**Position:** **Senior Center Site Lead**  
**Part-Time Position**

### **Position Summary**

Under the direction of the Senior Services Program Manager, performs functions to ensure the success of the Senior Center. These functions include maintaining, monitoring and evaluating the program delivery of services by following all State and Federal guidelines and requirements.

### **Position Accountabilities**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

1. Plan and execute recreational, educational, and health related activities for clients on a monthly basis.
2. Prepare and distribute monthly calendars and other literature to clients.
3. Order supplies needed for meal preparation, delivery, and activities.
4. Responsible for accurate and timely reporting of assessments and service units to the Tucumcari office using SAMs.
5. Responsible for ensuring all back-up documentation such as participant sign-in sheets, transportation forms, logs, inventories etc. are completed and accurate.
6. Will attend out-of-town meetings, trainings, and workshops as needed.
7. Provide participant/client transportation for medical or other needs as necessary.
8. Responsible for accurate counting and reporting of deposits and other financial documents.
9. Assist in maintaining cleanliness of the senior center including custodial duties as necessary.
10. Responsible for ensuring referrals are completed for needed services.
11. Attend staff and training meetings as necessary.
12. Adhere to all safety standards and regulations
13. Assist with all aspects of meal preparation, delivery, and clean-up as necessary.
14. Responsible for the oversight, operation, and maintenance of vehicles.
15. Responsible for ensuring the building, furniture, and equipment are being maintained.
16. Responsible to provide necessary and required training to staff.

### **Minimum Qualifications**

- High school diploma or equivalent required.
- Language Requirement: English
- Minimum one year experience with similar responsibilities.
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid NM Driver's License

### **Required Skills**

- **Must have excellent customer service skills**
- Self-directed, detail oriented, and able to organize and manage multiple tasks/projects simultaneously
- Demonstrated skills in verbal and written communication

- The ability to meet deadlines
- Ability to promote and build teamwork
- Must have basic understanding of Windows, Outlook, Microsoft Word, and Microsoft Excel
- Must be able exercise critical thinking and excellent judgment
- Must be able to work well under pressure and with minimal supervision
- Ability to obtain certifications in Defensive Driving, CPR, First Aid, NM Food Handlers Certification, and any other trainings as required by the Area Agency on Aging

## **Physical Demands**

Standing	May require standing for periods of time and on an intermittent basis
Sitting	Requires sitting for long periods of time; Frequent use of computer and keyboard
Walking	Requires walking on an on intermittent basis; Occasional prolonged walking
Pushing/Pulling	Push carts with materials, etc. from time to time
Squatting/Kneeling	Kneels or squats to plug/unplug various equipment intermittently; Frequent reaching, stooping, bending, and crouching
Lifting	Lifts necessary supplies and equipment utilized for job function: Occasionally lifts, supplies/equipment up to 50 lbs.
Carrying	Carries materials, etc. from time to time
Vision	Ability to read correspondence, reports, books, periodicals, and computer screen etc.
Hearing	Ability to perceive speech at normal loudness levels and to be able to respond to alarms, answering phone, and overhead page
Psychological	Ability to respond appropriately to stressful work and multiple demands. Resolves conflicts effectively, prioritizes task, responds to emergencies and reacts calmly. Knowledge or relevant office equipment. Knowledge of common safety hazards and precautions to establish a safe work environment.
Physiological	Work is primarily performed indoors in a controlled environment
Travel	Frequently drives sort and/or long distances

## **To Apply**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326