



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**AGING SERVICES AIDE
(HIICAP Coordinator)
2019 RATE \$13.36 per hour**

Full benefits package including NYS Retirement

RESIDENCY: Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

MINIMUM QUALIFICATIONS:

Graduation from high school or High School Equivalency.

ACCEPTABLE EXPERIENCE AND TRAINING:

None is required. Experience with the elderly and health insurance programs is preferred.

FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of geographic area served by the office for the aging and its social conditions; working knowledge of programs and services available through the office for the aging and other services providers particularly Medicare and health insurance programs; working knowledge of the characteristics, needs and interests of older persons; ability to communicate with older persons who may have physical or language difficulties; ability to relate to and motivate older people; empathy in handling sensitive human problems; good physical condition; and ability to read and follow directions.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted up to:
October 31, 2019 or until
position is filled

HIICAP COORDINATOR DUTIES:

Recruits and trains volunteer counselors to work with older individuals and their delegates on health insurance issues;
Works directly with older individuals and their delegates;
Stays up to date on changes in Medicare and other health insurance plans;
Produces and distributes educational information material on health insurance benefits available to older individuals;
Follows all HIICAP (Health Insurance Information and Assistance Program) local, state and federal regulations and requirements;
Works in cooperation with other staff, agencies and consumers and or their delegates;
Completes assignments given and follows directions of supervisor and other administrative staff;
Supports the work of the Office for the Aging;
Does other related work as required.

Posting Date: September 12, 2019