



Borough of South River
Middlesex County, New Jersey

Arthur Londensky
Borough Administrator

48 Washington Street
South River, NJ 08882-1216

Office: 732-257-1999, Ext. 519
Fax: 732-613-3081

November 3, 2021

Applications are now being accepted for the position of:

**Part-Time Administrative Assistant
Office on Aging**

DUTIES

See Attached

QUALIFICATIONS

See Attached

Applications are available at the Borough Administrator's Office, 48 Washington Street.



South River Office On Aging

55 Reid Street, South River, NJ 08882

Phone: (732) 257-2340 Fax: (732) 390-3470

www.southrivernj.org

srseniors@southrivernj.org

POSITION: Part-Time Administrative Assistant

DEPARTMENT: Office on Aging

SALARY: Commensurate with experience, fixed in accordance with the provisions of the Borough's salary ordinance

Summary: The South River Office on Aging requires a part-time assistant, five days a week, up to 5 hours per day, to perform administrative and clerical duties associated with day-to-day operations.

Equipment Used: Computer (MS Office - Word, Excel and Outlook - and Internet); copy machine; scanner; fax machine

Source of Authority: Office on Aging Director

Major Responsibilities:

1. Answer phone calls and take appropriate action to schedule appointments, make referrals, etc.
2. Educate clients on services offered by the Office on Aging
3. Assist clients with obtaining County, State or Federal services
4. Facilitate applications and renewals for senior benefit and entitlement programs such as PAAD, Senior Gold, Medicare Part D, Lifeline Utility, Home Energy, Home Delivered Meals, Property Tax Rebate (Senior Freeze) and Homestead Rebate
5. Assist clients with resolving issues by coordinating with the agencies that oversee the above-mentioned programs
6. Maintain facility calendar
7. Oversee inventory of supplies and equipment maintenance schedule
8. Assist Director and other OOA staff members with duties as assigned

Education, Experience and Training:

1. Minimum 2-year college degree in a related field or minimum 4 years professional experience in two of the following fields: Social Services, Gerontology, Senior Citizen Programs, Customer Service or Administrative Support
2. Extensive experience in a professional business office, including administrative procedures and clerical practices
3. Possession of a valid New Jersey Driver's License

Required Skills:

1. Pleasant and patient disposition
 2. Strong written and verbal communications skills
 3. Discretion
 4. Excellent multi-tasking and problem-solving abilities
 5. Ability to perform duties with accuracy and attention to detail
 6. Ability to work independently or as part of a team
 7. Knowledge and experience with social media platforms
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