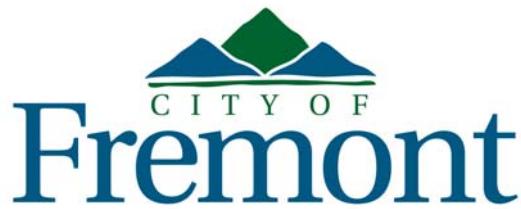


TEMPORARY
RECRUITMENT



PUBLIC SERVICE ASSISTANT II
SENIOR HOUSING RESIDENT SERVICES ASSISTANT
BILINGUAL CANTONESE/MANDARIN



First Review of Applications: April 1, 2019

This temporary recruitment will remain open until filled. Interested applicants are encouraged to apply today!

THE POSITION

The Resident Services Assistant will work under the direction of our Senior Housing Resident Services Coordinator, working up to 30 hours per week. The position helps support older adults living in senior housing complexes. This position will move across four different housing sites, sometimes by themselves. The department is searching for someone with the ability to work independently.



EXAMPLES OF DUTIES

- ◆ Assist residents with filling out forms
- ◆ Monitor linkages to services
- ◆ Maintain the service linkage files
- ◆ Research new community services
- ◆ Implement activities at the senior housing location under the direction of the Coordinator
- ◆ Distribute materials
- ◆ Assist in data collection

REQUIREMENTS

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background include: high school diploma or equivalent, and some customer service experience. Fluency in Cantonese/Mandarin is highly desirable.

COMPENSATION & BENEFITS

The hourly rate for this position is \$20 per hour.

The City of Fremont is in compliance with the Affordable Care Act (ACA). This temporary assignment may become eligible for a medical benefits contribution from the City based on the average number of hours worked. City contributions vary based on hourly rates.

APPLICATION INSTRUCTIONS

To be considered for this position, submit a completed City application, cover letter, and resume through our online application system at www.fremont.gov/tempjobs.

SELECTION PROCESS

The process may include individual and panel interviews, fingerprint check, reference check, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue be selected. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Human Resources Department
3300 Capitol Ave., Bldg. B
Fremont, CA 94538
(510) 494-4660



Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling (510) 494-4660.

PUBLIC SERVICE ASSISTANT II (SENIOR HOUSING RESIDENT SERVICES ASSISTANT) - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Public Service Assistant II (Senior Housing Resident Services Assistant) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Public Service Assistant II (Senior Housing Resident Services Assistant) position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. Do you posses bilingual fluency in Mandarin or Cantonese?

- Yes
- No

2. Tell us about your experience working with older adults.