

HOME DELIVERED MEAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position which involves responsibility for managing and supervising all aspects of the Home Delivered Meal program for the Office for the Aging. Responsibilities involve supervision of staff involved in the delivering of meals, ordering and inventory of food and supplies, initial assessment for program eligibility, and maintenance of a variety of records for departmental programs. Supervision is exercised over program staff involved in screening for eligibility and over program staff and volunteers delivering meals. Work is performed under the general supervision of the Nutrition Director. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates the Home Delivered Meal program, including initial assessment for eligibility for the program and overseeing and follow-up on completion and accuracy of nutrition assessments;

Supervises staff associated with the Home Delivered Meal program;

Schedules Home Delivered Meal routes and volunteer schedules for both weekday and weekend coverage;

Orders inventories and distributes frozen and shelf-stable meals;

Coordinates changes in meal service to field staff and adjusts delivery schedule accordingly;

Develops and maintains automated information systems for Home Delivered Meal program;

Prepares all necessary information for reports such as monthly CAARs report for State;

Explains procedures to new volunteers and processes all mileage reimbursement forms for volunteers;

Follows through on changes in participation in meal programs in case changes indicate potential emergency situations;

Makes appropriate referrals to human service agencies such as CASA and DSS;

Oversees distribution of Senior ID Discount Cards and Farmers Market coupons;

Participates and assists in special events such as town barbecues for seniors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the needs and problems of the elderly;

Good knowledge of community agencies, facilities, and services that may be utilized to help the elderly;

Good knowledge of various software packages for word processing, financial management and database management;

Ability to perform record keeping activities;

Ability to anticipate and accommodate changes in routine and cover for them;

Ability to communicate effectively both orally and in writing;

Ability to get along well with others and gain their cooperation;

Ability to communicate with older persons who may have physical or language difficulties;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited of New York State regionally accredited college or university with an Associate's degree and one year human services experience; or
- B) Three years human service experience; or
- C) An equivalent combination of education and experience as indicated with the limits of A) and B) above.

NOTE: Education beyond the Associates degree may be substituted for experience on a year of year basis.