

**JOB TITLE:**               **MEALS ON WHEELS COORDINATOR (Part Time)**

**DEPARTMENT:**       Senior Center, Hart County

3/24/2023

**JOB SUMMARY:**   This position is responsible for overseeing the daily operations of the Meals on Wheels program for Hart County. This position reports to the Director.

**MAJOR DUTIES:**

- Assists Director with administrative services.
- Assists with answering incoming phone calls.
- Prepares daily routes for volunteer drivers.
- Responsible for inputting daily meal totals for congregate and home delivered meals.
- Assists Director with completing monthly report.
- Responsible for initiating and updating client charts for home delivered and congregates, to include getting required documents signed. .
- Responsible for keeping track of Hart County home delivered meal wait list and adding new people onto home delivered routes.
- Responsible for keeping track of clients who are currently on hold for home delivered meals. (ex. In rehab/hospital)
- May assist in delivering meals to home bound seniors in the absence of volunteers.
- Sends referrals for HDM to Legacy Link in and encrypted email.
- Promote and recruit volunteers for the MOW program.
- Keep files for all volunteers.
- Performs other related duties as assigned.
- Obtains and records temperature of the last home delivered meal at least once a month.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of state and county traffic and safety rules and regulations.
- Knowledge of the geography and road system of the county.
- Knowledge of cardio-pulmonary resuscitation techniques.
- Skill in driving a car.
- Skill in maintaining records.
- Skill in verbal, written, and interpersonal communication.
- Skill in interpersonal relations.

- Organizational and computer skills. Must be able to use Windows OS, Word and Excel Programs.

**SUPERVISORY CONTROLS:** The Senior Center Director assigns work in terms of somewhat general instruction. The work is reviewed in progress and upon completion for compliance with procedures and the nature and propriety of the final results.

**COMPLEXITY:** This position consists of verbal and written skills, related tasks in operation of software and internet, and administrative skills.

**SCOPE AND EFFECT:** The purpose of this position is to assist the Director in overseeing the day-to-day operations of the Meals on Wheels program, assisting with daily and monthly administrative duties.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, program participants, volunteers, delivery drivers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light objects and occasionally, lift heavy objects. The employee may be required to drive for 2 to 3 hours at a time in order to deliver meals and/or perform assessments at client's home. Must be able to get into and out of a vehicle repeatedly.

**WORK ENVIRONMENT:** The work is typically performed in the office at the center or at the homes of MOW recipients. The employee is exposed to occasional inclement weather. The employee may be exposed to dogs and cats.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** The position requires the individual to oversee the daily duties of volunteers.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform basic mathematical calculations.

- Ability to operate a computer and required software programs.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Must have a safe driving record and a clean background check.