JOB DESCRIPTION

JOB TITLE: Assessment & Service Coordinator

AGENCY: Peninsula Volunteers, Inc. develops and administers programs for the aging population of the SF Peninsula region. It is a private, non-profit, voluntary tax-exempt agency supported by special fundraising events, fees, foundation and public grants, individuals and businesses.

PROGRAM: Meals on Wheels

JOB SUMMARY: Provide in-home and telephone assessment of MOW Clients as required by San Mateo County Aging & Adult Services contract; provide information and referral services and software management and updates

REQUIREMENTS: A.A. degree minimum, BA preferred (Nutrition, Health Science, Social Work, Gerontology). Experience with senior population or social service background
Computer/data entry knowledge. Proficiency in MS Word, Excel, Outlook. Strong oral and written English communication skills. Spanish speaking helpful. Valid California Driver’s License; maintain a good safety record (verified by DMV at hire and periodically) and a reliable vehicle; proof of liability insurance with a minimum of 100,000/300,000 coverage. Criminal background clearance required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Make in-home visits to assess client’s eligibility for participation in Meals on Wheels Program.
• Perform re-assessment of client’s eligibility on a quarterly basis, (face to face at six months and by telephone at 3 and 9 months).
• Communicate with all customers -clients, family members, social workers, Aging and Adult Services staff, contractors, etc. as needed. Document communication in writing in client file.
• Update and support client data base. Answer phones in office, return calls, and other related administrative duties as assigned.
• Assist in report preparation. Prepare reports needed for Meals on Wheels program.
• Print and copy materials.
• Create donation reminders.
• Perform related duties and special projects as assigned.

PHYSICAL REQUIREMENTS:
• Frequent sitting
• Moderate use of computer keyboard and viewing computer monitor
• Ability to twist, bend, reach, carry, lift
• Ability to occasionally lift and move up to 40 pounds.
• Ability to walk short distances as well as up and down stairs
• Ability to navigate all types of terrain

ENVIRONMENTAL: Exposed to climatic conditions when visiting Meals On Wheels clients in their homes
REPORTS TO: Meals on Wheels Program Manager
HOURS: 20 Hours per week, Monday- Friday. (Non-exempt position)
Website and Email: www.penvol.org jobs@penvol.org

Job descriptions subject to change at any time.