**JOB DESCRIPTION**

**JOB TITLE:** Program Manager, Meals on Wheels

**AGENCY:** Peninsula Volunteers, Inc. develops and administers programs for the aging population of the mid-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:**
The Meals on Wheels Program Manager is responsible for program oversight, including client assessment and eligibility and implementation of current goals and desired outcomes. Responsibility also includes contract management, marketing, outreach/education and reporting. Responsible for interviewing, training and supervising administrative staff and assessment staff, volunteers, and interns.

**REQUIREMENTS:**
B.A. degree minimum, MA preferred (Nutrition, Health Science, 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:**
- Manages and directs home visits to assess client’s eligibility for participation in Meals on Wheels Program.
- Cultivates and maintains community linkages to exchange information regarding target population.
- Assures compliance of all contract and program regulations.
- Participates in ongoing training and collaboration with MOW Director.
- Coordinates collection and preparation of monthly operating reports such as client demographics and program outcomes.
- Primarily responsible for directing MOW administrative staff; and staff and interns performing in-home and telephone assessments.
- Develops and implements a community outreach plan.
- Provides administrative management of all required reports, data entry and documentation in an accurate and timely manner.
- Maintains effective communication with contractors, clients, and community partners.
- 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.
ENVIRONMENTAL: Exposed to climatic conditions when visiting Meals On Wheels clients in their homes

REPORTS TO: PVI Nutrition Services Director
HOURS: 7 per day, Monday- Friday. (Exempt position)

Job descriptions subject to change at any time.
05-31-18