

Age Well Senior Services, Inc.

Job Posting

Job Title: Site Manager (MOW)
Location: Rancho Santa Margarita
Program Meals-on-Wheels (C2)
Reports to: Acting Director
FLSA Non-Exempt/Hourly
Hours (Monday-Friday) 30/hours week
Date Posted: November 8, 2018

POSITION SUMMARY

This position is responsible for managing the Meals on Wheels Program, including assessing clients and managing volunteers.

Representative Duties:

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

1. Knowledge of Nutrition Site Procedure Manual and ability to follow all stated Title III, regulations.
2. Assess and determine eligibility of seniors on the Meals on Wheels Program.
3. Perform in-home initial assessment and complete SAMS Registration Form.
4. Provide appropriate referrals to community resources, including Age Well Senior Services Case Managers.
5. Conduct annual reassessments and other reassessments on a quarterly basis.
6. Collect weekly and monthly donations, count monies, and prepare daily cash receipts.
7. Reconcile daily meal orders, cash receipts, and SAMS meal roster.
8. Provide accurate reports to the Admin Office.
9. Drive Meals on Wheels routes when necessary.
10. Maintain client files.
11. Maintain and manage the Meals on Wheels routes so they are no longer than 2 hours in length.
12. Volunteer development: recruitment, training and scheduling.
13. Promote fundraising for the Meals on Wheels Program and Age Well Senior Services.
14. Attend all Site Manager and Age Well staff meetings.

SECONDARY DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned as needed.

1. Other duties as assigned by the Acting Director.
2. Answer phones, retrieve messages, and return calls.
3. Schedule appointments for services offered by the Center.
4. Greet walk-ins and assist seniors as needed.
5. Assist Acting Director with special events, including evenings and or/weekends as needed.

SUPERVISORY RESPONSIBILITIES

Volunteers

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

AA degree required.

4 year degree preferred.

Must be able to supervise, train and motivate volunteers.

Proficient Computer Skills MS Office, Word, Excel.

High level of communication and interpersonal skills.

Must have problem solving skills.

Must be well organized and detail oriented with strong time management skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, procedure manuals, and reports. Must have good verbal and written skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

ServSafe Certification preferred

Must have valid California Driver's license and proof of auto insurance

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and the ability to adjust focus.

REASONING ABILITY Levels of mental activity include the following:

Average level of thinking

High level of people-to-people interaction

Works effectively with co-workers, clients, City and Community Center personnel and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, actions, words and deeds.

This job description does not list all the duties of the job. You may be asked by your Supervisor to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason, with or without notice, with or without cause.

This position requires the full understanding and active participation in fulfilling the mission of Age Well Senior Services. It is expected that the employee demonstrate behavior consistent with the core values. The employee shall support Age Well Senior Services strategic plan.

How to Apply

Submit resume

FAX: (949) 855-9651

EMAIL: Leslie@MyAgeWell.org

Resumes must be submitted no later than November 15, 2018.