



JOB DESCRIPTION

Meals on Wheels Coordinator



POSITION SUMMARY

The Meals on Wheels Coordinator is responsible for overseeing the Meals on Wheels program at The Helm. This is a full-time position, 30 - 32 hours per week, with benefits.

RESPONSIBILITIES

- Receive meal deliveries Monday through Friday and separate meals for volunteer pick up.
- Create daily route sheets and communicate with volunteers to assure accurate deliveries.
- Work with the Volunteer Coordinator to secure new and ongoing volunteers. Assist in scheduling substitute drivers as needed.
- Understand the qualifications for the Meals on Wheels program. Process new client intakes and assessments as needed.
- Follow the emergency policy for those clients who do not answer for deliveries.
- Maintain confidential client lists and document all interactions with clients.
- Reports issues/concerns about clients to The Helm Case Coordinator .
- Maintain records and reports regarding the Meals on Wheels program.
- Use programs such as My Senior Center and Microsoft Office.
- Communicate as needed with TRIO Community Meals and Detroit Area Agency on Aging to maintain a smooth-running program.
- Submit weekly meal orders with the caterer and review invoices for accuracy.
- Coordinate with DAAA for annual holiday Meals on Wheels deliveries.

KNOWLEDGE AND SKILLS

- Knowledge of food safety and handling.
- Communication, empathy and interpersonal skills.
- Strong relationship building skills.
- Computer skills and knowledge of Microsoft Office.
- Strong organizational skills.
- Detail-oriented.
- Ability to prioritize tasks daily.
- Strong multitasking abilities.
- Computer literacy is a plus!

MINIMUM QUALIFICATIONS

- High School diploma or equivalent working experience.
- Interest and experience in working with older adults.

IF INTERESTED

Send resume and cover letter to ksiddall@helmlife.org

The above information has been designed to indicate the general nature and level of work performed by employees in this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.