



Job Description

Job title:	Meals on Wheels Assessment Specialist
Program:	Meals on Wheels and More
Location:	Bellingham Senior Activity Center
Supervisor :	Nutrition Director
Hours/Week:	25 (part- time)
Schedule:	10am-3pm 5 days/week (Hours may be negotiable)

Meals and Wheels and More is a program of the Whatcom Council on Aging, a non-profit organization that supports the health, vitality and independence of seniors as they age. Meals on Wheels and More fosters the nutritional and social health of local seniors by providing home delivered “Meals on Wheels” and Senior Community Meals to seniors throughout Whatcom and San Juan Counties.

Job Summary

The Assessment Specialist primarily assesses the eligibility of and provides nutrition case management to home delivered meals (Meals on Wheels) participants throughout Whatcom County through in-home and phone assessments.

Duties and responsibilities

- Verifies the eligibility of Whatcom Meals on Wheels clients based on Program policies and Washington Senior Nutrition Standards through in-home assessment (currently conducted via phone).
- Screens home delivered meal clients for nutritional risk and social service needs.
- Provides assistance to clients with program related issues such as ordering and meal preparation.
- Makes referrals to Aging and Disability Services or other appropriate agencies as appropriate.
- Conducts annual follow-up in-home and/or phone reassessments for Whatcom home delivered clients.
- Maintains client files (paper and/or computerized)
- Maintains timely and accurate client records and service data.
- Maintains communication with the Program staff and delivery drivers in regards to client status.
- Supports Meals on Wheels/ Office staff as needed.
- Participates in office staff meetings, driver’s trainings and special events.
- Performs other tasks as assigned by the Program Director.

Qualifications

- Bachelor’s degree in Nutrition or social service related field preferred. (Relevant work experience may substitute for education)
- Ability to work independently and in office setting.
- Requires strong interviewing skills.

- Requires empathy for and interest in working with older persons.
- 2 years related experience preferred.
- Ability to problem solve and work with stressful situations.
- Ability to communicate effectively on the phone, in person, and in writing.
- Strong time management and organizational skills.
- Proficiency in Word, Excel, Publisher, and nutritional analysis software.
- Valid Washington State drivers' license, insurance and clean driving record.
- Valid CPR/ first aid certificate or willingness to obtain after hire.

Physical requirements/ Working Conditions

- Usual office conditions; non- smoking environment
- Travels frequently throughout Whatcom County during normal business hours
- Must have reliable vehicle, valid Washington State Driver's License, auto insurance, and good driving record.
- May have exposure to pet dander and strong odors including cigarette smoke during in-home visits

Benefits

- Paid vacation, personal holiday and sick leave
- Retirement plan-Employer contribution after 1 year of employment
- Mileage Reimbursement
- Employee Assistance Plan (EAP)

The Whatcom Council on Aging provides services and employment on a non-discriminatory basis, and complies with section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 and the American Disabilities Act of 1990.