

HOME DELIVERED MEAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position which involves responsibility for managing and supervising all aspects of the Home Delivered Meal program for the Office for the Aging, and for assisting in the overall operation of the nutrition program. Responsibilities include overseeing the delivery of meals, ordering and inventorying of food and supplies, conducting initial intake, assessment and reassessment for program eligibility, the maintenance of a variety of records for departmental programs, and ensuring vehicle safety, maintenance and repair. Supervision is exercised over assigned program staff. Work is performed under the general supervision of the Nutrition Services Coordinator.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Coordinates the Home Delivered Meal program, including initial intake, assessment and reassessment for eligibility for the program and overseeing and follow-up on completion and accuracy of nutrition assessments performed by others;
2. Supervises staff associated with the Home Delivered Meal program;
3. Schedules Home Delivered Meal routes and volunteer schedules;
4. Orders, inventories and oversees distribution of frozen and shelf-stable meals;
5. Coordinates and communicates changes in meal service to field staff and adjusts delivery schedule accordingly;
6. Develops, utilizes and maintains automated information systems for Home Delivered Meal program;
7. Prepares and compiles all necessary information for reports as required by the state or requested by other entities;
8. Performs the program's fiscal related activities and inventory operations, including those associated with program supplies, equipment and vehicles;
9. Explains procedures to new volunteers and processes all mileage reimbursement forms for volunteers;
10. Follows through on changes in participation in meal programs in case changes indicate potential emergency situations;
11. Makes appropriate referrals to human service programs and agencies;
12. Oversees distribution of Senior ID Discount Cards and Farmers Market coupons;
13. Participates and assists in special events such as the summer picnic program;
14. In the absence of the Nutrition Services Coordinator, schedules substitute drivers and site managers, addresses bus, equipment and kitchen issues and performs other similar activities;
15. May be required to fill in for absent drivers and Site Managers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the needs and problems of the elderly; good knowledge of community agencies, facilities, and services that may be utilized to help the elderly; good knowledge of various software packages for word processing, financial management and database management; ability to perform record keeping activities; ability to anticipate and accommodate changes in routine and cover for them; ability to communicate effectively both orally and in writing; ability to get along well with others and gain their

HOME DELIVERED MEAL COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Cont'd)

cooperation; ability to communicate with older persons who may have physical or language difficulties; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree and two (2) years of full-time paid work experience in the administration, coordination, and implementation of a community or human service program;
- OR: (B) Four (4) years full-time paid work experience in the administration, coordination, implementation of a community or human service program;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at the time of appointment and to maintain position.

HU1307

ADOPTED: 01/01/95

REVISED: 08/15/95

 07/18/12

 02/19/16