JOB DESCRIPTION

TITLE: NUTRITION SITE COORDINATOR

SUPERVISOR: EXECUTIVE DIRECTOR HOURS PER WEEK: 40

East Central Kansas Area Agency on Aging is in the business of coordinating and providing services and programs to aging Kansans. Our consumer service teams have a serious responsibility to make every contact informative, productive, positive, and memorable and connect all consumers to needed information or services. To enhance and make more efficient our ability to connect consumers with needed services, consumers, family members, and professionals need to have a complete understanding of what this agency can and cannot do.

SUMMARY OF JOB:

* To implement and improve upon a plan to efficiently assess and provide meals to home bound elderly persons
* To implement and improve upon a plan to efficiently provide meals to elderly persons in congregate settings
* To supervised 24 part time site managers

QUALIFICATIONS:

* High School Diploma required with at least three years related experience; Bachelor’s Degree preferred
* Ability to pass background check
* Valid Driver’s License and clean Motor Vehicle Report

COMPETENCIES:

* Demonstrate good listening skills
* Strong written and verbal communication skills
* Ability to supervise
* Patient
* Pleasant and positive attitude
* Friendly
* Enthusiastic/high energy level
* High level of integrity
* Detail oriented
* Ability to handle confidential matters
* Ability to multi-task
* Ability to organize
* Ability to work with minimal supervision
* Working knowledge in a windows environment including navigation skills
* Working knowledge of Office 365
* Working knowledge of the aging process and issues relating to the needs of the aging

RESPONSIBILITIES:

* Supervise site managers at 24 locations
* Prepare and continue to update a Site Manager’s Training Manual
* Take all calls from site managers
* Visit each site on a regular basis
* Ensure that all forms and paperwork are completed accurately and timely
* Help with the end of the month reservation and 225 process
* All site related duties
* Perform all assessments and reassessments for home delivered meals recipients
* Maintain the spreadsheet to track home delivered recipients and reassessment dates
* Work with the meal delivery van drivers at the central kitchen to maintain and update distribution routes including drop offs at individual home delivered recipients homes
* Pick up at 8:00 all mail envelops from central kitchen and leave with each van driver mail accumulated from the office
* Other duties as assigned by the Executive Director