



## **PROGRAM COORDINATOR SCOTTSDALE & PARADISE VALLEY HOME DELIVERED MEALS**

**DEFINITION:** Under the supervision of the Care Coordination Director, manages the day-to-day operations of the Scottsdale/Paradise Valley Home Delivered Meal Program.

### **I. MAJOR DUTIES**

1. Establish routes in the most efficient manner
2. Track new starts, hold and termination of meals
3. Supervise staff and volunteers
4. Maintain daily meal count and packaging of meals by route (utilizing ServeTracker software)
5. Deliver meals in absence of volunteers
6. Coordinate meal delivery with vendor
7. Assure timely completion of monthly reports
8. Alert client's emergency contacts as needed
9. Notify the Agency of unusual incidents
10. Prepare and distribute menus monthly
11. Recruit, train and assign volunteers as needed
12. Assist with other programs (e.g. eyeglasses and care transitions) as assigned by supervisor

### **II. OTHER DUTIES**

- A. Arrange backup and substitute as needed
- B. Arrange and coordinate volunteer recognition needed
- C. Perform in a manner that is supportive to the cultural needs of the population(s) served by the program or service
- D. Communicate effectively with the Senior Help line staff, case managers, meal vendor and Senior Center staff

### **III. QUALIFICATIONS**

Minimum Bachelor's degree in Social Work or closely related field; two years direct services experience in human service; experience in recruiting, training and working with volunteers; must be flexible and able to organize information; must be capable of repetitive lifting up to 20 pounds; good computer skills; ability to read and write legibly; required to drive Agency vehicle to pick up meals from supplier; must have a valid Arizona Driver's License, reliable and insured transportation; have or able to obtain Level One Fingerprint Clearance Card.