

MEALS ON WHEELS COORDINATOR

DEPARTMENT:	COMMUNITY SUPPORT SERVICES
REPORTS TO:	CLIENT SERVICE MANAGER, CSS
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS
COMPENSATION:	\$24.68/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL EMPLOYEES
DATE POSTED:	JUNE 9, 2021

POSITION DESCRIPTION:

Functioning as an integral member of the Community Support Services team, this position is responsible primarily for the coordination of the Meals on Wheels [MOW] program in addition to providing coordinating support (Home Help/Home Maintenance, Friendly Visiting) and back-up support to other community support service programs as required from time to time (Transportation, Emergency Response System). This position is responsible for taking orders from clients and coordinating their delivery by volunteer drivers in addition to ordering, receiving, reconciling and storing frozen meals in walk-in and chest freezers. Additionally, this position will match volunteers and clients enrolled in Home Help/Home Maintenance and Friendly Visiting programs of HHHS; working collaboratively with the HHHS Volunteer Coordinator and Client Service Manager to ensure success and sustainability of programs.

QUALIFICATIONS:

The successful candidate will possess:

- excellent interpersonal skills and ability to work with clients, staff and community in a professional and respectful manner;
- demonstrated proficiency with computers (MS Office) and excellent organizational and time management skills are required;
- experience in coordinating and supporting volunteers;
- physical ability to lift and stack boxes in walk-in and chest freezer;
- current CPR, a valid drivers' license and clean Driver's Abstract.

An ability to attend work on a consistent basis is also a requirement.

SUBMIT APPLICATION AND RESUME TO:

Human Resources Job Application Box

PLEASE QUOTE JOB NUMBER:

2021-42

DEADLINE:

June 17, 2021 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.