

Community Action Program of East Central Oregon (CAPECO)

Job Description

Position:	Senior Nutrition Coordinator
Supervised by:	Program Manager
Department:	Food & Nutrition
Classification:	Regular Full Time
Position Status:	Non-Exempt
Location:	Pendleton Warehouse
Range/Salary:	Range 10 - \$2,444 per month
Benefits:	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at www.capeco-works.org or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

Responsible for coordinating activities surrounding congregate and home delivered meals at designated meal sites. Activities include but are not limited to maintaining statistics and meal site records, assessing home delivered meal eligibility, providing outreach information and assistance activities.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

1. Complete home-delivered meal assessment to determine eligibility for the program. Also, complete reviews on an annual and as need basis.
2. Provide oversight of the meal delivery process assuring that program requirements and procedures are met.
3. Recruit and train volunteers who assist in the delivery of meal service.
4. Provide meal delivery on a fill-in basis.
5. Conduct outreach activities to promote participation in programs with particular attention to low income, minority, and hard to reach individuals.
6. Solicit input relating to congregate and home-delivered nutrition programs through meal participants, advisory council, staff, and volunteers.
7. Coordinate health screenings and provide preapproved nutrition and health education to congregate and home-delivered meal participants.

8. Conduct annual onsite reviews of designated meals sites to ensure program requirements and procedures are being met.
9. Communicate and coordinate with cooks, senior center board members, and volunteers.
10. Maintain program records and complete reports.
11. Accurately track participants and meal totals in Oregon Access.
12. Send menus prepared by cooks to the dietitian for review and make suggested changes.
13. Distribute menus, transaction records, and route sheet to cooks monthly.
14. Keep record of meal receipt activity for congregate and Home Delivered Meals.
15. Complete all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- Associate degree in related field. 1-2 years of experience and/or education may substitute for a degree.
- Experience working with seniors, low-income and disabled individuals is preferred.
- Excellent communication skills to market our customers and the organization.
- Must have exceptional people skills and the ability to relate to the senior population.
- Ability to organize and maintain detailed records.
- Must be able to communicate effectively with the public both verbally and in writing.
- Must have the ability to manage multiple projects simultaneously and respond to immediate requests for specific program information.
- Good working knowledge of Microsoft Office Suite (word, excel, etc.)

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, push and/or carry/move objects up to 50 pounds.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver's License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

EMPLOYEE'S SIGNATURE

DATE