CAREER OPPORTUNITY PROFILE

TITLE: Meals on Wheels Coordinator
CLASS: Senior Meals Coordinator
Senior & Disability Services Albany
Regular (40 hrs/wk)

ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)
OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG’s ability to serve our communities’ needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG’s mission of helping the Region’s communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

ABOUT THE AREA
Oregon Cascades West Council of Governments (OCWCOG) member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region’s major airports and gateways; and, a twenty-minute drive to Salem, Oregon’s State Capitol, where many of OCWCOG’s funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest’s amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG’s presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

Job # 201901
Opens: 01/15/19
Open until filled
ABOUT MEALS ON WHEELS
Our meal sites serve hot, nutritious, midday meals, and offer companionship to seniors who are at least 60 years of age and their spouses, and to Native Americans who are at least 55 years of age. These meals are served in locations throughout Linn, Benton, and Lincoln

GENERAL INFORMATION
This announcement will remain open until filled; however, the application screening process is expected to begin on or about January 22, 2019 therefore, at the agency’s discretion, materials received after January 22, 2019 may not receive consideration.

This position is represented by the Service Employees International Union (SEIU) Union. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

JOB DESCRIPTION
Title: Meals on Wheels Coordinator
Position Classification: Meals on Wheels Coordinator
Department: Community Services Program
Reports to: Meals on Wheels Supervisor

SUMMARY OF POSITION
Performs eligibility determinations for home delivered meals. Re-assesses individuals for eligibility to receive meals. Maintains accurate records and reports on a regular basis.

ESSENTIAL JOB DUTIES
Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Interviews potential participants face to face in their home and completes meal assessment.
- Determines eligibility to receive home delivered meals.
- Identifies unmet needs of participants and provides some oral or written information as needed.
- Makes referrals for all comprehensive Medicaid and non-Medicaid program information and referral to the ADRC staff.
- Identifies potential risk and makes referral to ADRC or adult protective services screener.
- Completes all meals forms, data entry for NAPIS/OAA, and documents all actions taken in OR ACCESS.
- Tracks for reassessment in coordination with meals program support staff.
- Conducts face to face re-assessments at least annually in participant's homes.

OTHER JOB DUTIES
- Makes presentations to community groups regarding Meals on Wheels programs.
- Provides backup to other staff as directed.
- Attends meetings, staffing and trainings as directed by supervisor.
- Performs other related duties as assigned by supervisor.

WORKING ENVIRONMENT
- Work is performed primarily in an office environment utilizing a personal computer, laptop, telephone and a variety of office equipment. Frequent travel to clients’ homes.
and other health care facilities is required. Field work requires transportation and utilizing laptop computer. May risk exposure to people with irrational/hostile behavior and/or contagious diseases. May risk contact with domestic animals while making client visits. Occasional travel to various meetings and trainings is also required.

SUPERVISION RECEIVED: Incumbent is expected to work independently with limited supervision. Following established procedures, receives supervision from Meals on Wheels Supervisor.

SUPERVISORY RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS

Experience & Training
Completion of high school or equivalent, and two years experience working in a social services setting, preferably with the elderly; OR, any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job.

Knowledge, Skills and Abilities
- Knowledge of social services available within the assigned geographical area, and a good understanding of the special needs of elderly persons;
- Knowledge of confidentiality rules regarding client and provider records, including HIPAA regulations;
- Knowledge of, and ability to operate, a personal computer;
- Knowledge of, and experience in, Microsoft Excel, Word, and Access software;
- Ability to effectively communicate, both orally and in writing;
- Ability to maintain accurate records;
- Ability to work with accuracy and attention to detail to meet deadlines;
- Ability to work independently and prioritize workload with limited supervision;
- Ability to establish and maintain effective working relationships with employees, senior citizens, other agencies and the general public;
- Ability to effectively interview clients and family members;
- Ability to establish positive helping relationships with elderly persons and their families.

Licenses, Certificates, & Other Requirements
Possession of a Valid Oregon Driver’s License, or have the ability to obtain reliable transportation in order to travel throughout the two-county area.

Position requires successful completion of a criminal history and driving record check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

COMPENSATION PACKAGE

Starting salary is $16.02 - $21.47/hourly DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG offers an attractive benefits package including:

- Retirement – OCWCOG pays both the employer’s percentage, and employee’s six percent
(6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.

- **Insurance** – For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term care.

- **Holiday Leave** – OCWCOG provides ten and one half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.

- **Additional Benefits** – Deferred compensation options, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in pre-tax Health Savings Account or Flexible Spending Account.

- **Sick Leave** – Full-time employees accrue eight (8) hours of sick leave each month

- **Vacation Leave** – Full-time employees accrue vacation leave each month according to the following schedule:

  - 0-36 month – 8 hours/month
  - 37-72 months – 10 hours/month
  - 73-144 months – 14 hours/month
  - 145 months & above – 16 hours/month

**TO APPLY**
An application and detailed job description is available at [www.ocwcog.org/careers](http://www.ocwcog.org/careers). You must submit the following application materials to be considered as a viable candidate:

1. An **OCWCOG Employment Application**, completed and signed.

2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.

3. A **cover letter** explaining how your background, experience and training qualify you for this position. Please describe your experience and training specifically as they relate to the Desired Attributes.

   If you are an eligible veteran and wish to claim veterans’ preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans’ preference points, you MUST attach to your application materials the following required documentation:

   - A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran’s Affairs indicating you receive a non-service connected pension for the five (5) point preference.
   - A copy of your DD214/DD215 form; AND a copy of your veteran’s disability preference letter from the Dept. of Veterans’ Affairs for the ten (10) point preference.

The first review of applications will be on or around January 22, 2019. For immediate consideration, apply now.

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

**SUBMIT TO**
Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322
You may E-MAIL your application materials to us at hrrecruit@ocwcog.org. In the subject line please include the position title and the posting number. By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.

MENTAL & PHYSICAL JOB SKILLS

\[ R = \text{Rarely (< 1\%)} \quad O = \text{Occasionally (1\% - 33\%)} \]
\[ F = \text{Frequently (34\% - 66\%)} \quad C = \text{Continuously (67\% - 100\%)} \]
\[ N = \text{Never} \]

**Mental**

(C) Interpersonal Skills  
(O) Basic Math (add, subtract, multiply, divide)  
(N) Advanced Math (analysis, statistics, significant data or number manipulation)  
(C) Written English Communication  
(C) Coordination of Multiple Tasks  
(C) Initiative  
(C) Reasoning/Judgment/Decision  
(F) Creativity  
(C) Research  
(C) Organization/Planning  
(F) Adapting to Constant Change  
(C) Timeliness  
(F) Negotiation  
(R) Mentoring  
(C) Client/Service Skills  
(C) Management of Stress  

**Physical**

(R) Standing  
(N) Kneeling  
(C) Hearing  
(R) Tasting/smelling  
(O) Computer/Keyboard/mouse ball track use  
(N) Pushing  
(F) Lifting 10 lbs/day  
(O) Walking  
(N) Crawling  
(R) Reaching  
(C) Vision (1-10 ft)  
(R) Handling  
(O) Vision (10-20 ft)  
(N) Pulling  
(F) Carrying 10 lbs/day  

**WORKING ENVIRONMENT**

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EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

★ Phone (541) 967-8720 ★ Fax (541) 967-6123 ★ TTY (541) 928-3670