

## **Excellent Opportunity with Meals on Wheels!**

Making a difference in the life of an older adult or those with disabilities, SeniorsPlus has an immediate openings for two positions, **30** hours/week, in our **Jay** distribution facility.

**Working in a team environment, the position provides for timely assessments for determining program eligibility by scheduling home visits to clients in their homes.**

Complete assessment by asking questions and making observations using set standards. Maintaining electronic client records. Additionally, position delivers nutritious meals to client homes and congregate sites to combat social isolation through wellness checks and friendly visits, as needed.

**RESPONSIBILITIES include but are not limited to:**

- **Conducting in-home and phone assessments to determine program eligibility**
- **Entering client and meal data in computerized systems**
- **Maintaining route books and daily meal logs**
- **Coordinating meal orders with MOW kitchen staff**
- **Packing meals for deliveries**
- **Along with meals, delivering other items and materials to clients as requested**
- **Maintaining and cleaning food delivery equipment and delivery vehicle**

**EDUCATION AND EXPERIENCE:**

- **High school diploma or equivalent**
- **One to three months of clerical or administrative office experience and/or training or equivalent combination of education and experience**
- **Must be familiar with Microsoft Office and use of databases**
- **Must have a valid Maine Drivers' License with good driving record along with proof of motor vehicle liability insurance**

Please visit <https://seniorsplus.org> to complete an application, as well.

Job Type: Full-time

Pay: \$14.15 - \$16.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off

- Vision insurance