



**SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS®**

**BUSINESS DESIGNATION**

**IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS  
THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.**



## **Meals on Wheels Associate - Must Reside in Maine**

SeniorsPlus – Jay, ME

### **Excellent Opportunity with Meals on Wheels (MOW)!**

Want to make a difference in the life of older adults or those with disabilities? SeniorsPlus has an immediate opening for a **32** hours/week position in our **Jay** distribution facility.

**Working in a team environment, the position provides timely assessments for determining program eligibility and utilizing a computerized system for program coordination.**

Assessments are completed by asking questions and making observations using set standards as well as maintaining electronic client records. Additionally, the position delivers nutritious meals to client homes and congregate sites to combat social isolation through wellness checks and friendly visits, as needed.

### **Essential Duties and Responsibilities include but are not limited to:**

- Conducting assessments by phone and an initial home visit 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
- Delivering other items and materials to clients as requested, along with meals
- Maintaining and cleaning food delivery equipment and delivery vehicle

### **Minimum Qualifications:**

- High school diploma or equivalent
- Two years' experience in a clerical or administrative office position or equivalent combination of education and experience
- Proficiency with Microsoft Office and use of databases required
- Must have a valid Maine Drivers' License with good driving record along with proof of motor vehicle liability insurance

### **Benefits:**

- Dental insurance
- Health insurance

- Paid time off (vacation, holidays, bereavement)
- Vision insurance
- Life and Accidental Death & Dismemberment Insurance
- Short Term Disability Insurance
- Pension Plan
- Employee Assistance Program (EAP)

**Job Type & Pay:**

- Full-time position - \$15.00 - \$17.00 per hour
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**Shift & Workdays:**

- Day shift position with no weekends

Interested individual should submit a letter of interest and resume to [jobs@seniorsplus.org](mailto:jobs@seniorsplus.org) or:

Human Resources  
SeniorsPlus  
8 Falcon Road  
Lewiston, ME 04240

**SeniorsPlus is an equal opportunity employer**