

Valley Area Agency on Aging

Home Delivered Meal Assessor

Job Description

Reports To: Director of Eligibility and Outreach	FLSA Status: (FT) Salary/(PT) Hourly
Salary Grade: TBD	Supervisory Responsibility: No
Department: Home Delivered Meals	Location: Flint, MI
Prepared By: Expert Human Resources, LLC	Prepared Date: April 27, 2016
Approved By: Director of Human Resources	Approved Date: December 21, 2020

Success Goal

To be an essential component to the efficient and smooth operations of Valley Area on Aging's (VAAA) program management department.

Primary Function

The Home Delivered Meals Assessor is responsible for determining client eligibility for VAAA's Home Delivered Meal Program and providing case coordination and support services to seniors, including client assessment, care plan development, service arrangement, reassessments, and follow-ups.

Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Conducts home delivered meal assessments and reassessments as needed.
2. Identifies client service needs; assessing nutritional, environmental, social, ADL and IADL needs.
3. Develops comprehensive client care plan, utilizing both formal and informal services.
4. Refers and/or arranges needed services for clients, as required, utilizing both VAAA and community resources.
5. Follows-up with clients to ensure services are/were delivered.
6. Conducts client assessments and reassessments for Crisis Intervention clients, as needed.
7. Ongoing monitoring of client services and program resolution with service providers to ensure services are adequate.
8. Receives cross training with Evidence Based Chronic Disease Programs.
9. Assists with tasks associated with departmental programs, as requested/delegated.
10. Promotes and builds good working relationships with staff of VAAA. Embraces mission. Works with team; assists whenever and wherever needed/required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates Degree in Social Work from an accredited college or university in Social Work or other related human services field
- Licensed by the State of Michigan

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- Minimum two (2) years of experience, working with the older adult, disabled, and/or mental health population.

Preferred Qualifications

- Bachelor Degree in Social Work or human services field, from accredited college or university

Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

Stellar customer service skills	High-energy
Self-starter	Interpersonal skills, compassionate
Ability to speak and write clearly and concisely	Strong organizational skills
Strong project management skills	Teamwork
Ability to analyze, research, and interpret data	Confidentiality
Ability to work with a diverse group of people	Flexibility
Strong time management skills	Knowledge of Medicare and Medicaid

Language Skills

Ability to read and comprehend simple instructions, correspondence, and memos, including state documents. Ability to appropriately respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the business community.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office Suite products, emails, group messaging, data collection, VAAA software, and other database and spreadsheet programs.

Certificates and Licenses

Licensed Social Worker or Social Work Technician by the State of Michigan

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit, walk, stand, talk, hear, and/or use repetitive motions. The employee is occasionally required to stoop, climb, balance, pull, push, and reach. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 30 pounds.

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Work Environment

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

The noise level in the work environment is usually moderate to loud.

VAAA Equal Opportunity Employer Statement

Valley Area Agency on Aging (VAAA) is an equal opportunity employer. VAAA prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

Disclaimer - Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Signatures

Director of Eligibility and Outreach: _____ **Date:** _____

Employee Printed Name: _____ **Date:** _____

Employee Signature: _____ **Date:** _____
(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)