

## ***PART-TIME NUTRITION PROGRAM ASSISTANT (CARES)***

### **General Statement of Duties**

This position is responsible for programmatic, operational and administrative activities associated with a congregate/home delivered meals nutrition program for the older adult population.

### **Distinguishing Features of the Class**

An employee in this class assists in the day-to-day operations of the nutrition program. Work includes performing annual and/or semi-annual client assessments on Home Delivered Meals clients, scheduling and delivering freezer meals in Robeson and Scotland counties, and periodically working at nutrition sites in the absence of the Nutrition Site Manager or on home delivered routes in the absence of volunteers. This position requires the ability to maintain confidential records and/or information in a professional manner.

### **Illustrative Examples of Work**

Completes annual and semi-annual nutritional assessments on clients receiving congregate, home delivered or freezer meals at the direction of the Nutrition Program Director adhering to federal and state regulations pertaining to the nutrition program for the elderly.

Schedules and completes the delivery of home delivered freezer meals to clients in the outlying areas of Robeson and Scotland counties.

Has knowledge of the Nutrition Site Managers job duties and is able to perform all duties regularly completed by the Nutrition Site Manager in their absence.

Periodically delivers home delivered meal routes in the absence of volunteers.

Assist with data entry into the ARMS management system.

Maintains accurate daily records.

Other duties as assigned.

### ***Recruitment and Selective Guidelines***

#### **Knowledge, Skills, and Abilities**

General knowledge of nutrition and nutritional needs of the elderly.

Ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain effective relationships with the elderly participants and with federal, state, and county administrative personnel.

General knowledge and/or ability to use personal computers and related systems software.

General knowledge of modern, secretarial practices and procedures (i.e. spelling, grammar and vocabulary).

Ability to communicate effectively in oral and written form.

Ability to operate office equipment including but not limited to copier and facsimile machine.

Ability to understand, apply, and explain rules and regulations which govern the Nutrition program and services.

Ability to organize and present ideas in a clear and effective manner and follow through with all assigned projects.

**Physical Requirements**

Position should have the ability to perform stooping, walking, pushing, pulling, fingering, talking, and hearing.

Position should have the ability to perform light work exerting up to 20 lbs. of force occasionally and/or up to 10 lbs frequently.

Position should possess the close visual acuity to prepare and analyze data and figure; view a computer terminal and excessive reading.

Position should have the visual acuity to operate a motor vehicle.

Position should have the ability to be subject to inside environmental conditions including but not limited to fumes, odors, dusts, or mists.

Position should have the ability to be subject to outside environmental conditions including but not limited to cold, rain and other weather related conditions.

**Desirable Education and Experience**

High school graduate required. Some experience in community or volunteer work preferred. Valid driver's license required.

**Special Notices**

This is a time-limited position due to special funding through the CARES Act in response to the COVID-19 pandemic, with an end date no later than September 30, 2021.