

Job Description

Job Title: Assessor II, Nutrition	Job Number: Job Grade: II	
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Requirements: Special Training or Background Experience (Amount and Type)

Bachelor's degree in Social Work or related field preferred, or equivalent combination of education and experience. Two years of experience in working with senior population. Some experience in counseling, knowledge of nutrition program, non-profit regulations and home based services. A high degree of verbal and written communication skills. Knowledge of customer service principles and practices. Computer proficient.

General Job Description:

Reassess the eligibility of homebound seniors for Home Delivered Meals in PSA-1A according to established standards. Schedules home visits on a daily basis and completes standardized forms. Informs seniors of the program processes and requirements. Evaluates additional needs of home delivered meals clients and submit referrals to other programs.

Duties: List the principle duties of this job. Also, describe any special circumstances, requirements or responsibilities that are important in evaluating this job.

- 1) Maintains agency protocols to the highest standards in a client's home.
- 2) Reassess client's eligibility for Home Delivered Meals on a scheduled basis.
- 3) Makes written notes to client records as required
- 4) Identifies client needs beyond home delivered meals including preliminary eligibility questions for other programs and provides client referrals to other programs.
- 5) Communicates changes in eligibility to clients using a standardized format.
- 6) Compiles and reports client information as scheduled.
- 7) Recognizes dangerous or hostile situations and make accurate judgement calls as it applies to the well being of the HDM clients in PSA-1A and self.
- 8) Maintains standard quality and productivity in regards to assigned tasks.
- 9) File and retrieve information in manual and computerized client files.

CORE COMPETENCIES:

The ability to work in a multicultural environment and where sensitive behavior and attitudes are also required. The ability to work in a changing environment with changing priorities, and multi-task effectively.

Communication: The ability to communicate clearly and effectively, i.e., transmits, concepts, ideas, feelings, opinions, and conclusions orally and in writing. Listens attentively for comprehension. Keeps everyone properly and timely informed.

Problem Solving and Analytical Abilities: Anticipates, identifies, and defines problems. Seeks root causes. Develops and implements practical and timely solutions to assist in meeting program goals. Clearly defines mutual expectations of self and others. Takes appropriate actions to ensure obligations are met. Revises standards in response to change.

Planning and Time Management: Uses time and resources efficiently and prioritizes and plans activities resourcefully. Defines timelines, plans, exercises independent judgement, and seeks approval

Knowledge, skills and abilities required in the job: List primary knowledge, skills and abilities required.

1. A high degree of verbal communication skills.

2. Ability to explore client needs beyond home delivered meals.
3. Excellent Customer Service skills required
4. Computer proficient, including knowledge of Microsoft Office software and applications.
5. Receives AIRS certification and Person Centered Planning training with established timeframe.
6. A high degree of initiative and able to work independently of others.
7. Ability to gain clear understanding of the principles and practices for the home delivered meal program and home based service for PSA-1A.
8. Flexibility and adaptability in dealing with job requirements and the senior population.
9. An interest in, and knowledge of, community nutrition and other programs.
10. Good time management skills.
11. Ability to maintain and file records and meet reporting requirements.
12. Able to maintain the confidentiality of all information pertinent to clients.
13. Able to travel and work in extremes of weather conditions.
14. Able to cooperate with other members of staff.
15. Ability to become knowledgeable of DAAA rules and regulations in reference to HIPAA Compliance.
16. Reliable, insured transportation and willingness to travel to client homes.
17. Provide support to DAAA in various initiatives.
18. Must have reliable transportation.

Supervision: Title of immediate supervisor of employee holding this job:

Lead Assessor II

	S/N	Mod.	Cons.	Great
Responsibility:				
Contact with employees in and outside of the agency			X	
Contact with people in the community				X
Excellent customer service skills required				X
Handling of confidential information				X
Judgement and analytical ability required			X	
Initiative and ingenuity required			X	
Report writing skills	X			

Additional Narrative:

The desirable candidate will need to show compassion, empathy, and understanding toward all Home Delivered Meal clients, while closely adhering to eligibility requirements.

I, _____, acknowledge and understand the requirements and duties listed in the above job description and I accept full responsibility.

Signature

Date

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