

# USC Leonard Davis School of Gerontology

## Job Posting: Senior Nutritional Program 02/15/06

Job Position: Senior Nutrition Program Assessment Supervisor

Reports to: Director of Senior Nutrition

Status: Full time, exempt, and salaried

Location: Alameda County

### Position Overview:

Under the supervision of the Director of Senior Nutrition, the Assessment Supervisor is responsible for initial assessment of new participants, reassessment of current participants, receives telephone referrals, and maintenance of all records as required by Title III Manual.

### Duties and Responsibilities:

- Hire, supervise and evaluate Assessment Coordinator.
- Visit new participants in their homes to assess their initial eligibility. Complete initial assessment form within ten working days of receiving in-home meals.
- Schedule and make reassessment home visits with current participants to determine their continued eligibility for the home delivery meal service as required by title III manual. Follow procedures for 3 and 9-month assessments by drivers.
- Receive telephone referrals from potential home delivery clients, complete intake forms, maintain and update intake form files on computer database.
- Maintain waiting list in compliance with Title III requirements.
- Complete all paperwork as mandated by Title III, Local Area Agency on Aging, and BACS. Maintain filing system for the home delivery office. Track and report meal numbers for CDBG, Life Enrichment, and any other applicable contracts or grants. Reconcile Asian meals.
- Review, organize, and maintain home delivery client folders.
- Work closely with Delivery Supervisor to insure smooth operation of program.
- Maintain and update client database in conjunction with delivery supervisor
- Refer clients to other meal programs, congregate sites, BACS' services and/or other appropriate services.
- Print and prepare monthly donation statements
- Other duties as assigned.

### Qualifications:

BSW or Associate Degree in Social Service related field plus two years of experience or training with the frail elderly. Knowledge of home delivery programs and services available in Alameda County desirable. Must have good writing skills. Interest in and understanding the needs and problems of the elderly are essential. Bilingual in Spanish, mandarin or Cantonese preferred. Must have a valid California Driver's License, personal vehicle insurance coverage and a good driving record.

Compensation:

Salary: \$33,649.00 annual. Benefits include 10 days paid annual leave, 12 days sick leave, 10 paid holidays, 2 personal days, fully paid health, dental, vision, long-term disability, life insurance and voluntary optional 403 (b) salary deferral retirement plan. This is a full time (37.5 hour/week) positions

Contact:

Send resume and cover letter to:

Attn. Human Resources

Bay Area Community Services

PO Box 2269

Oakland, Ca 94621

Email: [bacshr@bayareacs.org](mailto:bacshr@bayareacs.org)

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