



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

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Cynthia W. Burton

Executive Director

August 28, 2020

JOB ANNOUNCEMENT

Title: Meals on Wheels Assistant

Location: Tuscaloosa

Employment Classification: Regular, Part-time (20 hours per week), Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Grade Level Grade X - Level 1- 12 with a Pay Rate beginning at \$8.17 per hour. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline to apply: Friday, September 11, 2020, 12:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability**
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Community Service Programs of West Alabama, Inc.

Job Description

<u>Position Title:</u>	Meals on Wheels (MOW) Assistant
<u>Department:</u>	Supportive Services
<u>Reports To:</u>	Meals on Wheels Director
<u>Exemption Status:</u>	Regular part-time (20 hours per week), non-exempt, non-safety-sensitive
<u>Grade/Salary:</u>	Grade X – minimum \$8.17 per hour, additional depending on experience

Summary of duties:

The position is responsible for the delivery of social service programs to eligible individuals and families in the specific county. The program consists of Meals on Wheels. Responsible for one-on-one intake and identifying needs of the customer.

Essential duties and responsibilities: *other duties may be assigned by the supervisor*

- Assist with the processing and intake of MOW clients in order to identify the need(s);
- Assist coordinator with operation of the Meals on Wheels program;
- Participate in training workshops to implement social service programs offered by the agency;
- Input client data in the computer utilizing the appropriate programs;
- Conduct home visits to assess the needs of clients and family members on an as needed basis;
- Maintain a close relationship with underprivileged people in the area;
- Maintain accurate records of outreach, referrals, and client participation;
- Keep abreast of the needs of the target area, and to what extent they can be effectively provided through use of agency or other resources;
- Keep supervisor informed on activities and progress of the program;
- Maintain a list of service agencies and organizations located in the area, and know the types of services they provide;
- Attend staff and other meetings as necessary;
- Perform other duties as assigned by the supervisor, verbally or in writing.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Education and Experience:

- Possession of a High School Diploma or GED equivalent.
- Minimum of six months work experience in delivery of social service programs.
- Knowledge of Microsoft Office and other computer-related programs is required.

Supervisory requirements: None.

Certificates, Licenses, Registrations:

- ◆ Valid Driver's License with liability insurance.
- ◆ Serviceable automobile.

Language Skills:

- ◆ Ability to communicate to diverse populations.
- ◆ Ability to effectively present information to clients.
- ◆ Ability to communicate in large and small group settings.

Mathematical Skills:

- ◆ Ability to compute simple math such as addition, subtraction, multiplication and division.
- ◆ Ability to use fractions and percentages.

Reasoning Ability:

- ◆ Ability to analyze problems confronted by program participants.
- ◆ Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- ◆ Ability to develop effective working relationships with staff members and program participants.
- ◆ Regular and predictable attendance.
- ◆ Capable of using Windows and Microsoft Office programs.
- ◆ Knowledge of CSP programs and services.
- ◆ Sensitivity to multi-racial and multi-cultural issues.
- ◆ Ability to develop rapport quickly and easily.
- ◆ Ability to work independently without direct supervision.
- ◆ Ability to meet deadlines.
- ◆ Ability to work in a constant state of alertness.

Physical Demands: *The physical demands listed described 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision to operate a motor vehicle. Extensive writing is required and extended periods on the computer is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

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 to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Updated: November 22, 2010

Reviewed by Board of Directors 12/3/2015

Reviewed by Board of Directors 07.21.2016

Reviewed by Board of Directors 01.19.2017

Reviewed by Board of Directors 03.15.2018

Reviewed by Board of Directors 01.17.2019