



## JOB DESCRIPTION

**JOB TITLE:** Site Coordinator, Immediate Response Driver

**REPORTS TO:** Regional Service Center Director

**FLSA STATUS:** Non-Exempt, Part-Time

**DIVISION:** Regional Service Center

**HOURLY:** \$18.50 – \$20.00 per hour, based on experience

### SUMMARY:

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Under the direct supervision of the Service Center Manager, the Site Coordinator/Immediate Response Driver will deliver meals and/or related equipment, interface with and assist volunteers, provide contact with clients, and perform other related duties as required for/by the Services Programs offered through Meals on Wheels San Diego County. These programs currently include Meals on Wheels to homebound seniors, coordinated care social services to seniors, and other social services as offered through different office locations in San Diego County.

### DUTIES & RESPONSIBILITIES:

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- Serving as liaison between the service center and the volunteers at a drop site and establishing rapport to ensure open communication between volunteers and staff.
- Communicate specific client information to volunteers, assist volunteers with coolers/counting meals/navigating the app, and communicating site-specific issues to management as needed.
- Delivering meals and service-related items to individual clients at their homes using one's personal vehicle.
- Provides information about program services to clients and their family members.
- Transporting meal delivery equipment to designated meal providers when needed utilizing a personal vehicle.
- Assessing client situations and reporting remarkable observations orally and/or in writing as required.
- Keeping accurate records, completing reports and forms as required.
- Ensures the confidentiality of all program participant information.
- Performs all assigned duties, including providing services to clients assigned by the Service Center Director, meal order changes, and reassessments.
- Undertake other tasks & projects assigned.

### QUALIFICATIONS:

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The ideal candidate will have the following:

- Strong verbal and written communication skills.
- Ability to interact positively with a variety of people and personalities.



- Ability to communicate effectively with individuals who are elderly, disabled, and have limited cognitive abilities.
- Ability to analyze competing ideas for solutions, choose an alternative, and communicate information to all parties.
- Ability to follow written directions and use street maps.
- Must be dependable, conscientious, accurate, and detail oriented.
- Proficient use of smartphones and basic apps like Google/Apple maps, text messaging, and email for effective communication.
- Possess a valid California driver's license and proof of auto insurance and good driving record.
- Have a reliable and insured automobile with the capacity to carry the required equipment.
- Capability to ascend stairs in the event of elevator unavailability and walk extended distances if a street is obstructed, ensuring timely delivery of clients' meals.

#### **REQUIREMENTS:**

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Standard office environment. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. Must have a valid California driver's license. Physical requirements include standing, sitting, typing, bending, and lifting to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

*Successful candidates for this position will be subject to a background check as a condition of employment.*

#### **SUMMARY OF PART- TIME BENEFITS:**

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- Sick Time
- Bereavement Leave & Reproductive Leave
- Jury Duty Leave
- Personal Phone Use Stipend

#### **TO APPLY:**

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Interested individuals, please send email to the hiring team at [humanresources@meals-on-wheels.org](mailto:humanresources@meals-on-wheels.org). Applications will not be considered complete without both.

**Note:** *This position is considered "NON- EXEMPT" by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is at "at-will" employer. Criminal background checks, fingerprinting, and bonding are required.*