

**LIFESPAN, INC.**  
**JOB DESCRIPTION**  
**FY 2018 - 2019**

**TITLE:** MOW/HDM SITE COORDINATOR  
**SUPERVISOR:** MOW Knoxville Regional Supervisor  
**PROGRAM:** Community Services / Program Department  
**LOCATION:** Imperial  
**SALARY:** \$11.00 – \$13.00 per hour  
**HOURS:** Full Time (40 Hours per Week)

**JOB DESCRIPTION:**

- Coordinate and assist the HDM staff and kitchen help to ensure timely meal delivery to consumers and route requirements
- Assist or fill in with delivery when staff members are unable to work at any MOW/HDM kitchen site.
- Communicate directly with Regional Supervisor.
- Utilizes Serve Tracker to record/report participant meal usage and statistical data.
- Interact with staff to monitor and review participant issues and maintain meal program compliance.
- Monitors and maintains dashboard in Servtracker for assigned kitchen and as directed with monitoring of all of MOW/HDM routes.
- Prepare and update delivery routes and submit all related reports, quality assurance and record keeping for MOW/HDM program.
- Complete all daily temperature logs.
- Oversees completion of monthly service rosters and verifies monthly total of participants and meals served by the LifeSpan kitchens.
- Oversees completion of total units from food provider against delivered and non-delivered.
- Order and maintain inventory of related food supplies.
- Completes required formal staff evaluations for designated/assigned direct report staff.
- Recruit and train MOW/HDM volunteers and complete monthly logs.
- Design and implement creative projects for revenue generation, provide health/wellness and nutritional education informational material on a regular basis to engage MOWHDM participants.
- Attend meetings, training sessions and workshops as required for professional development and/or required by the agency or AC/AAA.
- Inspect all vehicles weekly and report any damages immediately to the supervisor.
- Collect all gas receipts and donations weekly and submit them to the OD.
- Collect mileage log sheets from drivers monthly and submit them to the OD.
- Other duties as assigned by supervisor.

**COMPETENCIES:**

Must exhibit ethical integrity and be able to participate in a team by formulating and achieving goals, being committed to continuous self improvement, and maintaining a strong participant focus within the context of mutual respect, cooperation and confidentiality. Demonstrate personal initiative by willingness to work hard, accomplish tasks completely, identify rational priorities and establish the necessary means to achieve goals. Be able to communicate clearly, listen intently and exhibit appropriate empathy, emotional stability and concern even under situations of stress or crisis. Be able to generate trust and confidence from participants and co-workers and be aware of how personal behavior/attitude impacts the group. Demonstrate active support for the mission, values and vision of LifeSpan, Inc.

Open to self-development as a leader. Individual understands that each problem situation requires a unique and balanced approach. Individual interacts with participants and others positively with an eye to building a quality program with satisfied participants and motivated employees. Individual understands how to focus on key tasks in daily operation and is committed to continual program evaluation and improvement.

**QUALIFICATIONS:** High School diploma, plus two (2) years work experience in a community setting or an Associates Degree from an accredited institution. Knowledge of programs serving older adults and the needs of older persons is highly desirable. Individual must possess strong computer, organizational, writing and speaking skills. Individual must possess a valid driver's license and an automobile for agency business. Owner and driver of vehicle must carry the minimum insurance coverage as determined by the agency and must submit proof of coverage. Within three months of hire, must receive training and certification for basic first aid and CPR; said certification must be current for length of employment. Individual must have a clean criminal clearance history report from PA State Police or FBI and a clean motor vehicle driving record.

I have read this job description, understand its requirements and agree to meet the responsibilities described herein to the best of my ability. I further understand that I may be required to perform other related duties that are assigned as a result of program mandates from the funding source or program needs that are determined by the agency.

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Signature of Employee

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Date

8-18

FY 2018-2019