



Do you want to be part of an innovative organization making an impact upon the quality of life for hundreds of vulnerable Yolo County seniors and disabled? Is the “why” you do your job a priority in your career? Then you may be the hero we’re seeking to provide nourishing meals to aging adults countywide lacking the access and/or the ability to dependably prepare their own healthy meals.

POSITION SUMMARY

The Program Specialist reports to the Program Manager and is responsible for welcoming and interviewing seniors who may be eligible for home delivered meals. Additionally, this position will conduct in-home and/or telephone reassessments with all participants and make senior service provider referrals as needed, as well as maintain daily, monthly, and annual records of participant activity in an encrypted database.

KEY RESPONSIBILITIES

- Gather referrals from multiple sources to connect with potential program participants.
- Outreach to seniors for program intake, quarterly reassessment conversations, and other contact as warranted.
- Update a delivery route database on a daily/weekly basis.
- Maintain participant records as required by federal funders.
- Act as liaison between programmatic personnel and home delivery participants.
- Work closely with other senior service agencies to coordinate needed community services for program participants.
- Perform administrative tasks related to successful execution of duties.

QUALIFICATIONS & EXPERIENCE

- Fluent in Spanish.
- Ability to relate to and communicate with the elderly with special sensitivity and skill.
- Ability to develop professional and cooperative working relationships with participants, participants’ family, other employees, and volunteers.
- Able to work independently with little supervision.
- Strong understanding of relationships within the local communities.
- Passion and enthusiasm for the mission and work of MOW Yolo County that achieves goals by inspiring and motivating co-workers and the community.
- Able to demonstrate a high level of integrity and strong interpersonal skills that build relationships both internally and externally.
- Able to be innovative, creative, flexible, adaptable and highly organized.
- Able to make decisions and prioritize in a changing environment, anticipate future needs, respond to unanticipated events and meet deadlines.
- Able to work positively and effectively with difficult stakeholders (internal and external).
- Exceptional written, oral, and interpersonal communications skills, as well as engaging presentation skills.

- Proficient at learning and using electronic systems and databases.
- Comfortable working with Microsoft Office Suite; Google Workspace familiarity a plus.
- Willingness to take on new tasks and responsibilities as the position evolves and the organization grows.

POSITION REQUIREMENTS:

- Valid California driver's license and proof of insurance.
- Proof of COVID-19 vaccination + booster required.

COMPENSATION & BENEFITS

Salary range is \$22.00 - \$25.00 per hour plus benefits including paid medical, dental, and vision, vacation, sick leave, personal day, and 10 holidays annually.

APPLICATION PROCEDURE & TIMELINE

Please submit your resume to **Alexa Torres, Program Manager**, alexa@mowyolo.org. Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.

ABOUT MEALS ON WHEELS YOLO COUNTY

The Meals on Wheels concept first arrived in Yolo County 50 years ago, when the need for low-income, homebound seniors to receive nourishing meals was identified by compassionate volunteers. By 1975, demand had increased, and the nonprofit now known as People Resources, Inc. – operating as Meals on Wheels Yolo County – took the lead to ensure the continuity of this important work. Not surprisingly, the service level has grown more than 50 times larger since those early days. Approximately 400 Yolo County seniors in need of assistance are now provided with five nourishing meals each week via three weekly wellbeing visits by a trained, caring volunteer. Focused upon building the organization's capacity and operational fortitude, "Operation Accelerate" is speeding ahead Meals on Wheels Yolo County's ability to nourish more seniors in more Yolo County communities, more nutritiously and more equitably in the near future.

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: www.mowyolo.org