



PROGRAM ASSISTANT (Part-Time/Remote) Position Announcement

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 adults? 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.

MOW YOLO APPROACH:

Meals on Wheels Yolo County (MOW Yolo) seeks to add a Program Assistant to our inspired team. We are looking for a team member who will:

- Positively engage with program recipients
- Work collaboratively and creatively with our current staff
- Embrace the goals of our “Operation Accelerate” initiative to nourish more seniors, more nutritiously, and more equitably
- Positively represent MOW Yolo to the community

POSITION SUMMARY:

Under supervision of the Program Manager, the Program Assistant is responsible for welcoming and interviewing seniors who may be eligible for Meals on Wheels Yolo County (MOW Yolo) programs. Additionally, this position will conduct telephone reassessments with all recipients and make senior service provider referrals as needed, as well as maintain daily, monthly, and annual records of recipient activity in an encrypted database.

REGULAR WORK SCHEDULE AND LOCATION:

Part-time on weekdays, 25 hours/week. Additional work may be required during busy periods. Primarily a remote position with occasional field work necessary at MOW Yolo’s Administrative facility in Woodland for meetings and trainings.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Gather referrals from multiple sources to connect with potential program recipients.
2. Outreach to seniors for program intake, quarterly reassessment conversations, and other contact as warranted.
3. Maintain recipient records as required by federal funders.
4. Act as liaison between programmatic personnel and program recipients.
5. Work closely with other senior service agencies to coordinate needed community services for program recipients.
6. Attend monthly staff meetings at MOW Yolo headquarters in Woodland.
7. Perform administrative tasks related to successful execution of duties.

Other Duties and Responsibilities:

1. Perform all other duties as assigned.

REQUIRED QUALIFICATIONS AND SKILLS:

1. Fluent in Spanish.
2. Ability to relate to and communicate with the elderly with special sensitivity and skill.
3. Ability to develop professional and cooperative working relationships with recipients, recipients' family, other employees, and volunteers.
4. Ability to make decisions, prioritize, and pivot in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
5. Speak, hear, and clearly understand face-to-face or over the telephone conversations for up to five hours per day.
6. Regularly sit (up to 80%), primarily at a desk or in meetings.
7. Ability to work in a remote capacity frequently as public health orders or other organizational circumstances may dictate.
8. Ability to occasionally work in an office environment shared with other staff with frequent interruptions and noise.
9. Frequently engage in repetitive hand motion, grasping and fine hand manipulation for up to five hours per day, primarily for keyboarding.
10. Occasionally lift and carry up to 25 lbs., stand continuously up to four hours, bend below the waist, and reach above the head.
11. Ability to learn, perform, and follow simple and complex calculations, instructions, and concepts.
12. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
13. Ability to perform established duties, responsibilities, and expectations independently and with minimal supervision.
14. Occasionally drive own transportation, primarily for professional appointments, community outreach, and special events.
15. Adapt and respond flexibly, creatively, and patiently to various situations.
16. Exhibit a passion and enthusiasm for MOW Yolo's work and mission.

POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:

1. COVID-19 Vaccination plus Booster.
2. Current California Driver's License.
3. Current and up to date automobile insurance.

COMPENSATION AND BENEFITS:

\$20.00 per hour, payable per the regular payroll schedule and subject to applicable withholding and payroll taxes and other deductions required by law. Part time employees receive vacation and sick time accrual, paid holidays, and may elect to participate in a 401(k) Retirement Savings Plan.



APPLICATION PROCEDURE AND TIMELINE:

Please submit your resume to HR@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

****Meals on Wheels Yolo County is an Equal Opportunity Employer****