



## JOB DESCRIPTION

Title:	<b>Nutrition Assessor</b>	FLSA Status:	Non-Exempt
Reports To:	Nutrition Manager and Executive Director	Pay Grade:	G
Annual Hours:		Status:	

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### POSITION SUMMARY

This position furthers the mission of OPC by conducting qualifying assessments with senior clients to receive Homebound Meal services, arranging services or assisting with referrals. Communication to the Nutrition Manager is required should the assessment change the meal needs of the client.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

1. Conducts in-home visits for new clients to assess and determine program eligibility, and arrange for services or assist with referrals.
2. Conducts annual home visits on a scheduled basis and phone call reassessments as needed.
3. Documents and maintains assessment findings, recommendations and actions.
4. Provides referrals to other professionals as deemed appropriate based on assessment.
5. Provides clients and family caregivers information on resources for independent living.
6. Maintains a complete record for all program participants; completes required written assessments, reports, and other related paperwork/documentation as necessary.
7. Applies standards and policies to determine qualifications for programs.
8. Records and maintains assessments into specialized computer software.
9. Makes all necessary arrangements to begin home-delivered meals for eligible clients.
10. Assists departmental team to complete tasks in the absence of a Program Assistant.
11. Assists in the training and advising of other program personnel, as requested.
12. Other duties as assigned.

### MINIMUM REQUIRED QUALIFICATIONS

- Associates degree in a human service-related field and a minimum of one (1) year work experience in benefit or programming experience to special population groups.
- Previous customer services experience required.

### ADDITIONAL QUALIFICATIONS

- Must possess or obtain CPR/First Aid certification upon hire.
- Must successfully pass criminal background.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to effectively interview and assess client's needs and program eligibility.
- Knowledge of health and nutritional needs of elderly persons.
- Thorough knowledge of community and agency resources and programs services.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing. Maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.
- Ability to work the allocated hours of the position.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in normal office conditions.
- Frequent travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases and unsafe environments.
- May require dealing with persons who are aggressive or abusive.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

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Date

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Employee Printed Name