



PROGRAM:	Meals on Wheels
JOB TITLE:	Social Services Specialist
FLSA STATUS:	Non-exempt
CLASSIFICATION:	Full-time (80 hours per PP)
LAST UPDATED:	December 2019
REPORTS TO:	Social Services Director

GENERAL JOB SUMMARY: Determine client program eligibility and manage assigned case load.

RESPONSIBLE FOR: Client Eligibility

DUTIES:

1. Schedule and conduct in-home assessments using the AUI form to determine an applicant's eligibility for the Meals on Wheels program. Completion of an annual reassessment within specified deadlines.
2. Review information materials in the agency packet with client at time of assessment, including nutrition education, agency and donation policies, etc.
3. Assist clients by providing information on community resources pertinent to their situation including the other programs of Senior Services, Inc. of Wichita. When appropriate, make the referral and perform follow-up if needed.
4. Address client concerns as they arise.

RESPONSIBLE FOR: Client Records

DUTIES:

1. Complete and maintain accurate records for assigned clients including all AUI forms, case notes, release forms, etc. Submit all records within specified deadlines.
2. Compile and submit agency reports including monthly assessment reports.
3. Assist the Social Services Department with record keeping as assigned.

RESPONSIBLE FOR: Meals on Wheels Departmental Tasks

DUTIES:

1. Providing telephone coverage in an efficient and empathic manner.
2. Deliver meal routes as assigned.
3. Represent the agency in a professional manner at assigned meetings, booths, and committees.

Perform other duties as assigned.

REQUIREMENTS: Knowledge of community agencies and senior resources. Ability to work well within a team environment. Must possess basic computer skills, have excellent communication/telephone



PROGRAM:	Meals on Wheels
JOB TITLE:	Social Services Specialist
FLSA STATUS:	Non-exempt
CLASSIFICATION:	Full-time (80 hours per PP)
LAST UPDATED:	December 2019
REPORTS TO:	Social Services Director

etiquette and the ability to multi-task. The use of a personal automobile and valid Kansas driver's license is required. A KBI criminal history and driving record check will be required. Ability to perform physical requirements of the job, including standing, sitting, walking, climbing steps, bending, and carrying up to 30 lbs.

EDUCATION/EXPERIENCE: College degree in social work, gerontology or related social science field and job related experience preferred. Previous experience working with seniors preferred.

Employee Signature: _____ Date: _____

SENIOR SERVICES, INC. of Wichita is an Equal Opportunity Employer