



St Barnabas Senior Services

675 S. Carondelet Street
Los Angeles, CA 90057

St. Barnabas Senior Center (SBSS) provides and promotes a continuum of innovative services that empower a diverse community of elders to live well, feel well, and age well.

JOB TITLE: Driver Home Delivered Meals/ ~~Home Delivered Office Assistant~~
DEPARTMENT: Home Delivered Meals
REPORTS TO: Home Delivered Meals Coordinator
JOB STATUS: Part Time/ Benefit Eligible - 20 hours a week

JOB SUMMARY:

Under the direction and supervision of the Home Delivered Meal Coordinator, the driver will work closely with subcontractors in delivering meals to homebound Center/Agency clients in accordance with the regulations of the City of Los Angeles Department of Aging (LADOA). The driver is responsible for the delivery of meals to clients and maintaining the position of liaison in monitoring the Senior Nutrition Program clients. The driver will supervise a volunteer runner while on deliveries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Delivers meals daily to homebound clients. Serves as a link between frail isolated clients and the Home Delivered Meal Coordinator.
- Updates (Home Delivered Meals) HDM Coordinator as needed of client status changes. Inform HDM Coordinator when client appears to need additional services or requests other services.
- Responsible for collection of donations, handling cash and submit donations to HDM Coordinator daily.
- Responds effectively to emergency situations.
- Maintains records of all current participants on route.
- Responsible for daily inspection of vehicles and reporting of problems for repair in a timely manner.
- Maintains vehicles in good driving and sanitary condition.
- Monitors and records food temperatures daily.
- Rotates routes and learns new routes on a periodic basis using maps or GPS system.
- Maintains confidentiality of all client information and observes program guidelines.
- Attends meetings and training programs as required.
- Ability to work as a part of a team and maintain professional boundaries.
- *The driver will supervise a volunteer runner while on deliveries.*

JOB QUALIFICATIONS:

- Excellent interpersonal skills as demonstrated by the ability to relate establish and cultivate respectful relationships with older people from diverse backgrounds.
- Possess knowledge of social, economic and psychological problems of homebound elderly, preferred but not required.
- Effective demonstrable oral, written and listening skills in print, person, and on the phone.
- Excellent organizational and prioritization skills, showing flexibility as needed; adept at dealing with conflicting/changing priorities
- Proficient with computers and in Microsoft Office (Word, Excel, Data base).
- Ability to work collaboratively and independently to achieve stated goals.
- Has reliable transportation to work and proof of insurance, valid California driver's license , good driving record and able to pass a pre-employment Back ground check, Drug Test & DVM Check.

Education & Experience:

High School diploma or Associate's degree (A. A.) or equivalent from two-year College or technical school; and/or one year related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Bi-lingual in Spanish preferred but not required. Ability to communicate and read and interpret documents in English, including safety rules, operating and maintenance instructions, procedure manuals. Ability to write routine reports and the ability to communicate effectively with clients, customers and employees of our organization.

Mathematical Skills:

Ability to calculate basic figures and amounts such as discounts & percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Requirements:

While performing the responsibilities of the current position, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. While performing this job the individual performing these responsibilities may need to be in good physical condition and able to lift or move items of 30 lbs. Daily: able to climb stairs and walk at a fast pace.

Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the current position.

Additional Duties and Responsibilities:

Performs additional duties and responsibilities as required.