

Job Title: Nutrition and Homebound Services Director

Organization: Senior Life Midland

Location: Midland, TX

Closing Date: Until position is filled

Job Description:

The Director is responsible for the oversight of the Senior Life Midland Nutrition Program (Meals On Wheels), assuring compliance with all local, state and federal regulations as well as agency policies. This position supervises all program staff including Food Service Manager. This position also oversees Homebound Services including: One Day at a Time Program, Handyman Program, and Meals On Wheels for Paws. 2. This position is exempt and reports directly to the Executive Director. Key Responsibilities include but are not limited to: • Manage daily oversight of operations of the Nutrition and Homebound Services Program. • Ensures complete and accurate client and volunteer record keeping in accordance with agency, state and federal guidelines and regulations. • Employs, supervises, and trains staff. Responsible for monthly staff background checks. • Supervise volunteer relations, assist with recruiting and retaining volunteers. • Serves as a liaison for all aspects of Nutrition Program- external and internal communication. Attends, and participates in community outreach to broaden knowledge of community resources. • Responsible for menu approvals- menu variety meeting dietary requirements for clients. • Responsible for approving all billing for meal reimbursements. • Responsible for ensuring annual client surveys are conducted, reviewing survey information and compiling survey analysis- presenting to ED annually. • Prepares all grant information and maintains all department outcomes assisting with Meals On Wheels and Homebound Services grants, works with staff to prepare for external audits, monitoring and rate negotiations. • Attends vendor trainings, monitors food prep area/packaging, kitchen area, storage areas, volunteer lounge and pick up area for safety and cleanliness, ensure all equipment is working properly for efficient Meals On Wheels daily operations. • Review and approve new clients, maintain monthly client reassessment are conducted and nutrition education is completed and documented. • Conduct Presentations, bringing awareness to agency programs and senior hunger, taking part in local resource/network opportunities and assisting with SLM fundraising events. • Other duties as assigned.

Qualifications:

Bachelor's degree in social services, nonprofit management, or related field preferred. • 5 years minimum experience in nutrition, social services, needs of aging and disabled population, volunteer management, and program coordination. • Strong organizational, communication, and interpersonal skills. • Ability to work independently and collaboratively with diverse populations. • Proficiency with Microsoft Office, Excel and database management systems. • Must have a valid driver's license and reliable transportation for regular travel within the service area. • Bilingual preferred but not required.

Work Environment:

Full-time position with occasional evening or weekend hours required. Certificates, Licenses and documentation required: Appropriate valid Texas driver's license and proof of liability insurance. Must satisfactorily pass the following background checks prior to beginning work.

All offers of employment for this position are tentative pending the passing of these checks: • National Sex Offender Check • State of Texas Criminal History Check • Drug and Alcohol Screening

COMPENSATION:

Senior Life Midland offers a comprehensive benefits package in a state of the art, mission driven environment, Pay depends on education/ experience

How To Apply:

Please send resume, cover letter and 3 references to Kathleen Kirwan- Haynie, Executive Director
<mailto:kkhaynie@seniorlifemidland.org>