

# Tri-County Aging Consortium

## EXTERNAL JOB POSTING BULLETIN

| Job Requisition Number                           | Posting Date         | Due Date     | Pay   |
|--|----------------------|--------------|---|
| 121917   | December 22,<br>2017 | Until Filled | Grade 5, Step 1<br>\$10.1631/hr<br>\$13,212.03/annually |
| <b>Job Title</b><br>Office Assistant (Part Time) |                      |              |   |
| <b>Location</b><br>Eaton County Meals on Wheels  |                      |              |   |

**General Responsibilities:** Provides clerical support to the Meals on Wheels (MOW) Program.

**Essential Job Functions:** (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

1. Answers telephone calls, processes forms and maintains files for MOW operations.
2. Prepares and distributes various business correspondence including letters, memos, reports and program documents.
3. Helps maintain client and volunteer databases.
4. Helps maintain volunteer base by assisting with outreach to potential volunteers. Serves as a go-to person when volunteers have questions or concerns. Ensures coverage for all routes on a daily basis.
5. Generates and processes all route and packing sheets. Ensures all relevant information is communicated to appropriate kitchen staff and volunteers.
6. Assists with food preparation and distribution as needed. May be required to deliver meals to clients.
7. Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

**Knowledge, Skills & Abilities:**

1. Commitment to the organization's missions and goals.
2. Computer skills sufficient to learn specific departmental software programs.
3. Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
4. Ability to work independently or as part of a team.
5. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
6. Ability to represent the Agency in a professional manner.
7. Must be able to adjust priorities to meet deadlines in a timely manner.
8. Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.

**Requirements:**

- A high school diploma or GED is required
- A valid Michigan driver's license in good standing is required
- One year of clerical experience is required.

**Working Conditions:**

- The work environment is a typical office setting. Safe work practices in regard to office equipment; avoiding trips/falls and observing fire regulations are required.
- Occasional travel to other sites is required where exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures increases.
- Physical mobility is required for sitting, walking, standing, bending and lifting/holding/carrying objects of up to 70 pounds. Must be able to drive. Ability to enter and access information using a computer. Must be able to communicate effectively with clients, co-workers volunteers and vendors in person and over the telephone.
- Sensory requirements include exposure to conversational noise levels, everyday office activities and varying levels of stress.

**Health Insurance Portability and Accountability Act (HIPAA):**

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy & Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline up to and including termination.

**Reports to:** Meals on Wheels Supervisor

**Work Location:** Eaton County Meals on Wheels, Charlotte

**Base work schedule:** 25 hours per week

*Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to [hr1@tcoa.org](mailto:hr1@tcoa.org). You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at [www.tcoa.org](http://www.tcoa.org)*

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