

# Nutrition Program Outreach Coordinator



## RVCOG Nutrition Program



## The Meals on Wheels and Senior Meals Program Serving Jackson and Josephine Counties

*Food & Friends is seeking to fill a full-time  
Nutrition Program Outreach Coordinator position in Jackson County*

### **WE ARE LOOKING FOR AN AMAZING PERSON WHO:**

- Is looking for rewarding, full-time work with a steady weekday schedule
- Enjoys working with older adults
- Is passionate about providing outstanding customer service with a positive attitude

### **ABOUT FOOD & FRIENDS**

Food & Friends is the Meals on Wheels & Senior Meals program serving Jackson and Josephine Counties. We deliver meals to the homes of older adults and eligible adults with disabilities who are unable to shop or prepare meals due to illness, injury, or disability and we provide congregate dining at our many meals sites. In addition to the meals we serve, our service provides vital social contact and a regular safety net check to recipients of our meals.

- Food & Friends serves an average of 1,100 meals each day and 250,000+ per year in Jackson and Josephine Counties.
- In FY 23-24, over 235,000 meals were delivered directly to homebound seniors and adults with disabilities. More than 34,000 additional meals were served to congregate program participants.
- 451 volunteers donated 49,657 hours to help provide these services.

### **FOOD & FRIENDS CLIENT TESTIMONIALS**

- "Thank you so much for your good food and your welcome smiles. They make my day. You ARE appreciated highly; thank you."
- "I can't even tell you; I know I could not stay in my own home without this help. I'm so grateful for the food. You're almost saving my life."
- "I don't have any family anymore and I don't see anyone except my Food & Friends people. It makes such a difference just to have someone say 'hello.' It lets me know there are still other people out there."

## **POSITION DETAILS**

The Nutrition Program Outreach Coordinator provides service eligibility assessments for persons 60 years and older for the Food & Friends Meals on Wheels Program. This position conducts in-home assessments to determine eligibility for home delivered meals (HDM) and provides outreach services to ensure that eligible participants and family caregivers have information about Senior & Disability Services programs and other local program availability. This position is also responsible for distributing nutrition education materials to HDM and Medicaid participants.

**Starting Salary:** \$3,519.79 - \$3,856.58 per month (depending on experience and qualifications)

**Terms:** Full-time - 40 hours, Monday-Friday/non-exempt with great benefits

## **DESIRABLE QUALIFICATIONS**

To be considered for this position, applicants must:

1. Follow the application process described in the next section, and
2. Meet the equivalent of these preferred screening qualifications:
  - Education: Bachelor's Degree with major course work in social services; course work in geriatrics and gerontology preferred.
  - Experience: A minimum of two years of related experience.
  - Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.
  - Special Requirements: Must 1) have access to a vehicle and possess a current Oregon driver's license, or be able to obtain one prior to hire OR 2) have reliable, immediate point-to-point transportation available; and pass a Criminal History Background Check.

## **BENEFITS OF EMPLOYMENT**

Upon hire or first of month following date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$25 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month trial service period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of \$125 per month
- Employer paid Life and Long-Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

Special eligibility periods

- Employer paid Mercy Flights memberships
- Optional supplemental insurance such as short-term disability, critical illness, and more

## **APPLICATION PROCESS**

Interested applicants are encouraged to apply as soon as possible. Applications will be considered as they are submitted and the position will be filled when a suitable candidate is identified. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.

For application instructions, please visit "How Do I > Apply for a Job" at [www.rvcog.org](http://www.rvcog.org). A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.* In-person pick up/drop off of application materials is also available by appointment at these local offices:

Food & Friends Josephine County  
Senior Resources Center  
1150 NE 9<sup>th</sup> Street  
**Grants Pass, OR 97526**  
**541-955-8839**

Human Resources  
Rogue Valley Council of Governments  
155 N 1<sup>st</sup> Street  
**Central Point, OR 97502**  
**541-664-6674**

### **WORKPLACE ACCOMMODATIONS NOTICE**

*Food & Friends and Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender expression or any other classifications protected by law.*