

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	<b>Nutrition Program Office Specialist III</b>		
Department:	<b>Nutrition</b>		
Location:	<b>Grants Pass</b>		
Reports to:	<b>Nutrition Program Director</b>	Travel Required:	<b>Local</b>
Last updated:	<b>12/22/2025</b>	Classification:	<b>8</b>
Direct Reports:	Type of position:  <b>None</b>	Hours: <b>40 hours / week</b>	
	<b>Full-time</b> Part-time Limited Duration      On-Call Intern	Exempt  <b>Non-exempt</b>	
<b>GENERAL DESCRIPTION</b>			
Provides a variety of mid-level administrative support for the Food & Friends program, Senior & Disability Services, and the RVCOG Administrative Department. Supports in the coordination of volunteer activities for all Josephine County home delivery drivers, including recruitment, intakes, maintaining accurate records, and community relations.			
<b>ESSENTIAL JOB FUNCTIONS</b>			
<ol style="list-style-type: none"><li>1. Processes donations to the Food &amp; Friends program in Salsa/DonorPro.</li><li>2. Contacts seniors and adults with disabilities to collect New Start information for potential Home Delivered Meals participants and verifies if in-home services are in place via Oregon Access.</li><li>3. Contacts OAA and Medicaid HDM participants to complete over-the-phone reassessments and relays that information to the Outreach Worker in each county.</li><li>4. Performs a wide variety of clerical and administrative tasks including phone support, word processing, program database maintenance, document organization and filing, customer service, general business correspondence, and other general office support. Participates in monthly staff meeting, other training events, and fundraising activities.</li><li>5. Assists in the general monitoring of upkeep and safety in the building and grounds, contacts local vendors to schedule service/maintenance as needed and communicates these issues to the Nutrition Program Director and RVCOG Human Resources &amp; Administrative Services Director.</li><li>6. Acts as point-of-contact for outside entities interested in reserving space at the Josephine County Senior Resource Center and assists them with the reservation request process. Communicates these reservation requests to the RVCOG Human Resources &amp; Administrative Services Director.</li><li>7. Supports in the recruitment and processing of volunteer drivers for the Meals on Wheels home delivery program in Josephine County. Enters new volunteer information into Salsa/DonorPro database. Supports in the distribution of volunteer recruitment material including but not limited to PSA's, posters, and new briefs.</li><li>8. Creates and processes Oregon Project Independence (OPI) vouchers for Home Care Workers providing in-home care for OPI consumers. Submits changes to vouchers as necessary and performs data entry utilizing several state data management systems.</li><li>9. Monitors payroll batches for the OPI program for the 7810 branch supporting Jackson and Josephine Counties using Oregon Provider Time Capture and enters the information into the Dept. of Human Services mainframe. Uses Oregon Access to review 546 forms and gather collateral information as needed.</li></ol>			

10. Acts as a Qualified Entity Designee (QED) and handles confidential personal information for processing volunteer criminal background checks.
11. Schedules and attends guest appearances on local radio shows to promote program and volunteer recruitment.
12. Gathers materials for promotional use (testimonials/photos/etc.).
13. Acts as back-up to the Josephine County Home Delivery Coordinator, as well as an emergency back-up for all Meal Site Coordinators in Josephine County.
14. Supports the Josephine County Home Delivery Coordinator in the planning and coordination of volunteer appreciation activities and events.

## **AUXILIARY JOB FUNCTIONS**

Performs other related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Provides general oversight of the meal site volunteers and home delivery volunteer drivers, if applicable.

## **SUPERVISION RECEIVED**

Receives supervision from the Nutrition Program Director.

## **RELATIONSHIP TO OTHERS**

Maintains a close working relationship with volunteers, the Josephine County Home Delivery Coordinator, and RVCOG staff; a helpful and welcoming relationship with clients; contact as necessary with the general public, community groups, civic organizations, public institutions and vendors/service providers.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION, TRAINING, AND EXPERIENCE**

1. Education: High school diploma or equivalent plus additional specialized training in office equipment including computers, word processing, spreadsheets, and database software.
2. Experience: A minimum of three (3) years of progressively responsible experience providing administrative support services to a variety of programs and internal administrative functions and a minimum of two (2) years of experience in the coordination of food service. Volunteer coordination is also preferred, but not required.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

### **SPECIAL REQUIREMENTS**

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software; obtain and retain an Oregon Food Handler card and State QED Certification to process Criminal History Background Checks within one month of hire.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

1. Safe food preparation and handling procedures;
2. Use of general office equipment including phones, copiers, and computer;
3. Confidentiality rules regarding client, provider and donor records and the ability to adhere to these rules; and
4. Business English, spelling, grammar, punctuation, and mathematics.

### Related skills:

1. The use of various kitchen equipment;

2. Comprehensive skills in Microsoft Word and Excel, database management and data entry;
3. Exceptional listening skills; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

**Ability to:**

1. Recruit, plan, coordinate, and direct the activities of volunteers and staff;
2. Organize and direct work schedules;
3. Effectively manage deadlines interruptions and distractions;
4. Interpret and apply sanitary regulations and direct others to apply sanitary regulations;
5. Be courteous and tactful with senior citizens and the general public;
6. Communicate effectively both verbally and in writing;
7. Maintain and prepare accurate records and reports in a timely manner; and
8. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

**PHYSICAL DEMANDS**

(1) Mobility: long periods of standing, frequent bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, (4) Dexterity: frequent use of keyboard and/or repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

**WORK ENVIRONMENT**

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Additional duties performed in a kitchen and dining room environment. Requires ability to stand for long periods of time and be able to lift up to 30 pounds. Some travel in Jackson County and Josephine County is required; rare attendance at evening and weekend meetings or events may also be necessary.

**ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels, and management's decision on how to best allocate department resources. Any shift variations, emphasis, or rebalancing of duties, responsibilities, and/or assignments does not constitute a change in the job classification.

APPROVED BY: <b>Jon Pfefferle</b>	Date: <b>12/22/2025</b>	<b>Nutrition Program Director</b>
REVIEWED BY: <b>Adrian Modjeski</b>	Date: <b>12/29/2025</b>	<b>Human Resources &amp; Administrative Services Director</b>
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