



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time (29 hours) **Assessor/Commodities Site/Client Assistance Services Coordinator** in Schoolcraft County. Hours are scheduled between 9:00 a.m. – 3:00 p.m., Monday through Friday.

This position requires a high school diploma/GED and experience working with computers and data entry in Microsoft Office programs. An Associate Degree in the human service area preferred. Must have a good rapport with senior citizens and possess strong organizational skills.

The position is primarily office based but will require some travel to complete in-home assessments and distribute monthly commodities. Under the general direction of the Emergency Services Manager, this position provides intake for MDSCAA programs and services to determine eligibility; provides direct assistance to recipients including heat payment assistance and water payment assistance; provides information and referral for low-income clients in Schoolcraft County; enters client information into agency data system; maintains confidential files and records; and performs general clerical and other duties as assigned. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

Entry wage is \$13.58 – \$17.22 depending on experience and education.

Benefits include paid sick and vacation time; 403(b) retirement plan; and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA In-Home Services, Attention: Corinne Cramer, 507 1st Ave. N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



Job Title: Assessor/Commodities Site/Client Assistance Services Coordinator
Location: Manistique
Revised: June 2023
Reports To: In-Home Manager
Program: Senior Services
Classification: Non-Exempt, Hourly

POSITION OVERVIEW

Responsibilities include completing the initial paperwork to start Home Delivered Meals (HDM) services, assessing participants, determining their eligibility, and identifying nutrition risks and other service needs. Oversee monthly and quarterly commodity distributions, paperwork, and reporting. Provide backup support for staff by compiling weekly/monthly HDM paperwork, including but not limited to daily meal reports, route-tracking sheets, and meal summaries. Under the general direction of the Emergency Services Manager, provides intake for MDSCAA programs and services to determine eligibility. Provides direct assistance to recipients including heat payment assistance and water payment assistance. Provide information and referral for low-income people in Schoolcraft County. Enter client data into agency data system. Maintain confidential files and records. Perform general clerical and other duties as assigned. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

REQUIREMENTS

- High school diploma or equivalent. Associate's Degree in Human Service area preferred.
- One-year experience working with the elderly, including those with diminished mental abilities, or in the human service field recommended.
- Experience and skills to operate a personal computer, including Microsoft Office, and other software programs.
- Adhere to strict client confidentiality.
- Ability to work effectively with staff, other organizations, and the public.
- Ability to organize and set priorities.
- Be organized, manage time, and schedule efficiently.
- Excellent communication skills (both written and oral).
- Dependable transportation and willingness to travel.
- Submit to a criminal background check.

JOB ESSENTIALS

- Answer telephones.
- Complete intake forms for MDSCAA programs and services to determine eligibility.
- Complete assessments and reassessments within the timeframe of grant requirements either in-home or over the phone.
- Inform client/ family of other services available through MDS CAA or other organizations.
- Communicate findings w/ appropriate staff.
- Make and follow-up with referrals to and from other organizations.
- Input data into agency data systems

- Explain and provide new clients with service orientation packet. Assure all clients are familiar with program guidelines, inclement weather procedures, and donation system.
- Oversee and organize monthly/ quarterly food distribution, follow client registration procedures, prepare and submit required reports in a timely manner.
- Meet with staff on a weekly basis.
- Creates and maintains a variety of reports, documents, and materials using Microsoft Office and other formats appropriate for reporting needs.
- Participate in required staff trainings and meetings.
- Provide backup support for HDM monthly and weekly reporting.

ADA Physical Activities Checklist

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- **Hearing:** Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive Motion:** Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

The worker will be subject to the following conditions

- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**