

AgeWell Services		
Part-Time Non-Exempt	Position: HDM Assessor	Classification: Revised: 5/2017

Primary Relationships:

Mission Services Senior Manager - *Supervisor*

Credentials and Experience:

- Prefer a degree or education in social work, nursing or nutrition
- Three years' experience in participant / case work or direct experience with the senior nutrition program
- Equivalent combination of education and experience is acceptable
- Knowledge of the community and services available is preferred
- Personal transportation with a valid Michigan Driver License and insurance is necessary

Job Summary:

This employee will assess home delivered meal participants, determine their eligibility for receiving service, and identify nutrition risk and other service needs.

Knowledge and Skills:

Must have the ability to communicate effectively at many levels. Need to be able to develop relationships with the people who use the service. Must maintain discretion, confidentiality and professionalism. Be organized, manage time and schedule efficiently. Computer knowledge and background in social work, counseling, medical or nutrition field helpful. Need to have personal transportation and knowledge of aging programs and services in West Michigan.

Duties & Responsibilities:

- Conduct the initial assessment of participants entering into the program and reassess per schedule or as needed
- Schedule visits efficiently and within the timeframe for completion
- Understand all the agency programs and service standards
- Be as detailed as possible with assessment paperwork and service plans
- Maintain files and information in a secure and confidential manner
- Turn in all reports on time
- Assist with referrals for other services within the home
- Maintain and update resource materials to assist participants in their needs
- Consult with supervisor or HDM Intake Specialist to discuss any concerns or clarifications on participants' need or services
- Participate in agency trainings, meetings, fundraisers or any other related duties as assigned
- Serve as back up if needed to drive HDM routes

Working Conditions:

Visiting participants in their homes in varying conditions. Must always assess surroundings to ensure a safe environment. Must respect participant confidentiality in having conversations and producing reports. Hours may vary according to duties and deadlines. Travel required.

Supervisory Duties:

None

I have received a copy of this job description and it has been reviewed with me.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date