

# LEAVENWORTH COUNTY JOB OPENING VACANCY #26-6-1

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POSITION: Nutrition Program Assessor

SALARY: \$20.09/hour

DEPARTMENT: Council on Aging

PAY LEVEL: Level A Step 7

EXEMPT / NON-EXEMPT: N

SUPERVISOR: Nutrition Coordinator

County Employees Only: May apply at the Human Resources Department, 1<sup>st</sup> Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or EMAIL applications to [hr@leavenworthcounty.gov](mailto:hr@leavenworthcounty.gov) or fax the application to (913) 684-1028.

Application may be found on the Leavenworth County website at [www.leavenworthcounty.gov](http://www.leavenworthcounty.gov) under

[Departments / Human Resources / Apply Here](#)

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*This position closes when filled*

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**TITLE:** Nutrition Program Assessor - FT

**DEPARTMENT:** Council on Aging

**PAY LEVEL:** Level A Step 7

**SALARY:** \$20.09 per hour

**LOCATION:** Council on Aging

**SUPERVISOR:** Nutrition Coordinator

**SUPERVISES:** No

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## **% of TIME**

## **ACCOUNTABILITY**

65%

Schedules and conducts home and phone visits for Meals on Wheels assessments

10%

Answers Nutrition Department phones and records cancellations

10%

Inputs assessment data into KAMIS program

10%

Covers meal routes and congregate sites as needed

5%

Other duties as assigned

## **SCOPE**

Schedules and assesses new and existing clients for Nutrition program eligibility as well as eligibility for other Council on Aging programs. Assists with department office duties. Delivers a Meals on Wheels route when needed. Supports annual Farmer's Marker Voucher program during the summer months.

## **KNOWLEDGE AND SKILLS**

1. Skill in organizing work, setting priorities, meeting critical deadlines and following up assignments with minimum direction.
2. Proficiency with Microsoft Office programs and data entry.
3. Possesses attention to detail and strong editing skills.
4. Understands and follows oral and written instructions.
5. Establishes and maintains effective working relationships with employees, officials and clients.
6. Knowledge of Federal & State regulations for the congregate and Meals on Wheels programs.
7. Ability to pass the test required for completing the Uniform Assessment Instrument.

## **HUMAN RELATIONS**

1. Ability to communicate effectively, verbally and in writing;
2. Ability to establish and maintain effective working relationships with the public, other agencies and or departments, supervisors, and co-workers.
3. Possesses strong interpersonal and interview skills.

## **ILLUSTRATIVE TASKS**

1. Answers phones to field meal cancellations
2. Performs work according to the policies and procedures established by state, county and departmental regulations.
3. Assists with preparing a weekly report of meals ordered and served in both congregate and homebound meals programs as well as the recording and tracking of nutrition donations received for both meal programs.
4. Develops and maintains data base of current nutrition clients and tracks assessment dates.
5. Serves as a substitute nutrition site manager.
6. Assist with Leisure and Learning and fundraising events as needed.
7. All other duties as assigned.

## **ADA/PHYSICAL DEMANDS**

Vision	Adequate to use personal computer, filing, and completion of reports, forms and correspondence.
Hearing	Adequate for conversation with employees or applicants and the general public.
Speech	Must be able to speak and understand the English language clearly to provide detailed information by telephone and in person.
Standing	10% of the time – when performing filing tasks and when operating various office machines.
Walking	30% of time – when delivering or retrieving information, files, etc., from within the office or from other departments, delivering meals, completing home assessments.
Sitting	70% of time – when completing administrative tasks and computer and telephone work assignments.
Lifting/Carrying	25 pounds – lifting files, office supplies, reports and meal boxes.
Climbing/Balancing	Required when negotiating stairs, retrieving supplies, walking.
Pushing/Pulling	Minimal
Stooping/Kneeling	Required when retrieving files from lower drawers or when retrieving items, office supplies from the floor.
Reaching/Handling	Required on most tasks.

## **ENVIRONMENTAL DEMANDS**

Work is performed in a modern, smoke free, office setting and in the homes of the senior citizens.

## **MINIMUM QUALIFICATIONS**

- High School Diploma
- Any combination of experience and training equivalent to graduation from business or vocational school, including or supplemented by training in social work, behavioral health, education, nursing, or other human services-related field.
- Proficient in Microsoft Office programs
- Ability to pass KBI background check.
- Possesses a valid driver's license.

I have read the job description and understand the content.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER*