

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Meals on Wheels Driver
Department: Senior Services
Reports to: Transportation/Meals on Wheels Coordinator
Hours: Part-Time (20 hours/week with benefits)

Position Summary:

The Meals on Wheels (MOW) Driver will primarily be responsible for driving a Union Settlement van and/or truck to locations in East Harlem and delivering meals to homebound clients.

Responsibilities:

- Deliver meals to homebound clients on a daily basis.
- Use appropriate heating and cooling devices when preparing meals.
- Package meals into hot and cold containers each day for delivery.
- Maintain accurate daily route sheet.
- Deliver food to Senior Center sites, as assigned.
- Pick up senior lunch contributions and delivery containers every day from Senior Centers.
- Follow agency protocol and procedure to report any difficulty with meal delivery (i.e. client not home, not answering door) or changes in client status (i.e. slurred speech, deterioration in client appearance, confusion).
- Follow agency protocol and procedure to report any observable issues at the clients' homes (visible tampering with door or locks).
- Follow agency protocol and procedure to report any information the client provides regarding planned absences (hospital stays, vacations, etc.) that would prevent the client from being home to receive his or her meal.
- Report any problems with the assigned vehicle to the Transportation/MOW Coordinator immediately.
- Clean and sanitize all delivery bags, boxes, and holding containers daily

- Assist with kitchen and/or other program duties as assigned by the Transportation/MOW Coordinator, the Deputy Director of Senior Services, or the Director of Senior Services.

Qualifications:

- High school diploma or GED.
- Valid license to operate a vehicle in New York State.
- At minimum three years experience operating a vehicle.
- No convictions for driving while intoxicated in the prior 2 years.
- No more than one moving violation within the prior 2 years.
- Strong English speaking and writing proficiency; Bilingual (English/Spanish) a plus.
- Ability to lift and carry heavy objects (30+ pounds), as well as walk to deliver meals daily.
- Good organizational ability, time management, and interpersonal skills (ability to connect with clients and work with a team).
- Knowledge of and desire to work with aging populations.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to: Jobs@unionsettlement.org.

Please indicate MOW Driver in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER