



# **POSITION VACANCY ANNOUNCEMENT**

**Position:** Program Specialist (FT)  
**Starting Salary:** \$20.10/hour  
**Posting Date:** May 13, 2024

**Department:** Senior Center  
**FLSA Status:** Non-Exempt  
**Closing Date:** Until Filled

## **Job Summary:**

This position is responsible for the coordination and supervision of the Meals on Wheels program and supervision of Nutrition program.

## **Major Duties:**

- Coordinates budgeted percentage allocations for funding sources for Meals on Wheels Habersham.
- Oversees nutritional services.
- Monitors, coordinates, and oversees clients' designated service of meal type, daily or weekly meal delivery, and schedule.
- Processes and integrates new clients, data entry and discharge.
- Recruits, trains, and supervises volunteers.
- Ensures effective and timely meal service, routes, and schedule.
- Documents any client changes in health and/or well-being.
- Creates, monitors, and verifies weekly congregate and home delivered meal orders including working closely with food service contractor.
- Creates daily and monthly logs and reports.
- Collects and inputs data into designated software programs including but not limited to WellSky DHS Medicaid.
- Monitors and maintains Medicaid client billing, logs, and files.
- Works closely with case managers to obtain timely information regarding deliveries, and health changes.
- Conducts 3 month, 6 month, and annual in-home assessments.
- Attends meetings and workshops as assigned by director and required by federal and state guidelines.
- Packages and serves meals.
- Performs other related duties as required for the efficient operations of the department.
- Coordinates client assistances program – i.e. energy assistance, food boxes, farmers market, etc.

## **Minimum Qualifications:**

- Possession of an Associate's degree in a related field.
- One to three years of experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.