



<b>Job Title:</b>	In-Home Services Assessor
<b>Department:</b>	In Home Services Department
<b>Reports to:</b>	In Home Services Manager
<b>Primary Location</b>	Client's Homes

<b>FLSA Status</b>	Full-Time, Non-exempt
<b>Prepared by</b>	DH / ARH
<b>Approved by</b>	DH / ARH
<b>Date</b>	09.20.18

**Basic Function:** Conducting in-home (re) assessments of home delivered meal clients and serving as a liaison between other organizations and internal MOWWM departments.

**Essential Duties and Responsibilities**

- Conduct in-home assessments of home delivered meal clients within required timeframes and determine eligibility and appropriate level of service.
- Maintain accurate and complete client records including entering information gathered from Client Assessment into electronic client record (database).
- Acquire knowledge of current community resources and make appropriate referrals.
- Act as a liaison between Meals on Wheels Western Michigan internal departments and other community resources on behalf of home delivered meal clients.
- Appropriately represent MOWWM with referral sources to familiarize them with MOWWM as assigned.
- Participate in strategic partnerships, such as schools, colleges, hospitals, etc.
- Perform additional duties as assigned.

**Skills**

- Have an automobile at his/her disposal in order to conduct the work required of this position.
- Must have a clean criminal background.
- Possess and maintain a current driver's license and safe driving record.
- Have the physical ability to enter clients' homes to make (re)assessments.
- Have excellent knowledge of community resources.
- Have current knowledge of the physical, social and psychological aspects of aging.
- Have excellent communication skills and the ability to interact with a variety of persons in a variety of circumstances.

- Have excellent organizational skills and the ability to schedule and keep numerous appointments.
- Preferably have some knowledge of nutrition or of available nutrition resources.

**Education/Training/Experience Required**

- Bachelor’s Degree or equivalent experience in social work, human services, nursing or related field preferred.
- Must be 18 years of age or older
- Good computer skills and ability to learn current electronic client record database.
- Experience working with older adults and diverse populations preferred.

**Physical Demands**

- Ability to drive a variety of distances
- Ability to drive in a variety of weather conditions
- Ability to interview clients in a variety of conditions

**Work Environment**

- Work environment will vary from client to client, could have extremes in any way
- Schedule is generally Monday through Friday, hours to be determined and subject to change

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent’s manager/supervisor.

I certify that I am able to perform the functions of this job with or without accommodation. I have received a copy of this job description.

• Are there any job tasks or functions of this job you are unable to perform?  Yes  No  
 If yes, explain: \_\_\_\_\_

• Do you need accommodation to perform any functions or tasks of this position?  Yes  No  
 If yes, explain: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\* All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. \*\**