

Job Title	Meals on Wheels Assistant Director
Employer/ Agency	Evelyn Rubenstein Jewish Community Center of Houston; 5601 South Braeswood Boulevard, Houston, Texas, 77096
Job Description	<p>Responsible for administration and supervision of JMeals-on-Wheels program. This includes immediate supervision of staff; volunteer recruitment, training, and recognition; file and other program compliance in accordance with approved budgets, the Texas Administrative Code and other funding regulations. Responsible for all program client assessments & annual re-assessments; organizing and distributing monthly nutrition education materials; distributing monthly participant contribution envelopes.</p> <p><u>DUTIES AND RESPONSIBILITIES</u></p> <p><u>ADMINISTRATION</u></p> <ul style="list-style-type: none"> ▪ Maintains all program files and data management systems. ▪ Packs and delivers homebound meals as required. ▪ Prepares daily or as needed program service support materials (route boards, volunteer rosters, weekly route sheets; nutrition education, client donation envelopes, etc.) ▪ Maintains integrity of all program filing systems. Monitors compliance of same. ▪ Orders all meals and program supplies as approved within budget. ▪ Contributes to short-term and long-term strategic planning. <p><u>VOLUNTEER ENGAGEMENT/COORDINATION</u></p> <ul style="list-style-type: none"> ▪ Recruits, trains, supervises all volunteers supporting program. ▪ Collaborates with Adult Department, Membership Services, Marketing, and other internal areas as required. ▪ Collaborates with other community partners and area businesses for recruitment, food and supply drives, pet food drives, Thanksgiving and other holiday meal distributions, annual kosher chili-cook-off, and other special events or needs. ▪ Plans and implements volunteer recognition exercises throughout the fiscal year with special emphasis on Meals on Wheels network and Jewish holiday observance calendars. <p><u>COMMUNICATION</u></p> <ul style="list-style-type: none"> ▪ Maintains positive rapport with staff and volunteers.

	<ul style="list-style-type: none"> ▪ Meets with supervisor daily to review previous day and current day operations. ▪ Provides information regarding route and other service changes to staff and volunteers daily. ▪ Monitors client referrals and process. ▪ Monitors meal purchase and temperature logs daily. ▪ Prepares reports as required. <p><u>AGENCY EXPECTATIONS</u></p> <ul style="list-style-type: none"> ▪ Complies with all Center expectations (supervision, departmental meetings, staff meetings, Jewish education classes, staff development exercises, etc.)
Qualifications	<ul style="list-style-type: none"> ▪ Minimum requirement of Bachelors. Masters preferred. ▪ 3-5 years' experience in large-scale social service project management. ▪ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). ▪ Excellent communication skills. Able to interact professionally with all levels of internal and external personnel. ▪ Deadline/Task orientated-sense of urgency. ▪ High energy, proactive, requiring little direction, takes responsibility. ▪ Team-oriented. ▪ Willingness to be flexible and available to work occasional evenings and weekends as required for special events. ▪ Willingness to perform job tasks not part of immediate job responsibilities but aids in member/client satisfaction and getting the job done.
Salary/Hours	
Employer/Agency	Evelyn Rubenstein Jewish Community Center of Houston
Address	5601 South Braeswood Boulevard
City, State, Zip	Houston, Texas, 77096
Contact Person	Timothy Stewart
Contact Title	Director, Community Meals and Transportation Services

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Telephone Number	713.595.8178
Fax Number	713.551.7223
Email Address	tstewart@erjcchouston.org
Application Method	Please apply online at http://www.erjcchouston.org/general/employment-opportunities/
Opening Date	Friday, July 29, 2016

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