



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: Transportation/Meals on Wheels Assistant

Department: Senior Services

Reports to: Transportation/Meals on Wheels Coordinator

Hours: Part-Time

Position Summary:

The Transportation/MOW Assistant will be support the Coordinator run the Transportation and Meals on Wheels programs efficiently and effectively.

Responsibilities:

- File new case assessments, re-assessments, and terminations.
- Create and manage Presumptive Eligibility client list daily.
- Manage “suspended client” list.
- Manage daily missing client e-mail spreadsheet, as well as DFTA spreadsheet.
- Review route sheets from returning deliverers and report missed meal deliveries to Coordinator.
- Manage monthly contributions, as well as associated spreadsheet.
- Enter daily trip report data and contributions into spreadsheets.
- File daily sign-in sheets.
- Update SPP data as needed.
- Update and distribute bi-weekly timesheets for all sites and programs.
- Prepare files for archival storage annually.
- Develop outreach materials such as brochures and fliers to be used throughout the community in outreach efforts.
- General office duties, such as typing, faxing, copying, and answering the telephone.
- Additional duties as assigned by supervisor.

Qualifications:

- High school diploma or GED.
- Good computer and e-mail skills, especially Microsoft Word and Excel.
- Good organizational ability, time management, and interpersonal skills.
- Good written and oral communications skills.
- Desire to work with aging populations.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:
hr@unionsett.org

Please indicate Transportation/MOW Assistant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER