



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Senior Nutrition Program Driver**
Schedule: **Part-Time**
Department: **Aging Services**

Salary: **\$12.36 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Kim Thiel-Schaaf**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED.
- Working knowledge and familiarity of Great Falls streets and surrounding community.
- Clean driving record.
- Valid Montana Driver's License. **Copy must be submitted with application.**

JOB SUMMARY

The Senior Nutrition Program Driver (Driver) at the Cascade County Aging Services Department (Aging Services) will be assigned a daily meal delivery route and is responsible for the delivery of client meals through the Meals on Wheels (MOW) Program within Cascade County. The Driver will also serve as the first line representative for Aging Services in observing and reporting deviations in clients' behavior and/or living conditions which must be brought to the attention of the program managers as part of the continual assessment of clients' ability to receive the services being provided. Depending on the workload and/or operational needs, the Driver may be required to assist with other Aging Services driving or delivery duties and may be asked to assist with coverage in other divisions of Aging Services that also employ drivers such as Senior Transportation. The Driver will perform other related duties as required or assigned in order to support and to ensure the efficient operation of the Aging Services Senior Nutrition Operation.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Deliver client meals on a daily basis within Cascade County through the MOW Program in accordance with an assigned meal delivery route; Observe and report deviations in clients' behavior and/or living conditions and bring such reports to the attention of the program managers as part of the continual assessment of clients' ability to receive services; Possess a thorough knowledge of the locations and layout of Great Falls and the surrounding community and always act in a professional and courteous manner when driving and delivering items on behalf of Aging Services; Drive safely in all types of weather conditions and terrain while maintaining a good driving record and following all Aging Services/County policies and procedures; Knowledge of vehicle preventive maintenance and follow protocols for ensuring efficient operating vehicles; Adhere to Aging Services/County, state and federal confidentiality, privacy and security laws, rules, policies, guidelines and practices with sensitive client information; Display tact, consideration and cooperation when dealing with clients and the public; Display the ability to use critical thinking and problem-solving skills; Contribute to a work environment that encourages positive staff morale, motivation and commitment to achieving results and team building; Establish and maintain professional and effective working relationships with co-workers, other County offices/departments, outside agencies and the general public; Interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations; Practice excellent customer service skills; Communicate professionally and effectively in writing and orally; Collect and report donations in accordance with Cascade County/Aging Services policies and procedures; Maintain excellent attendance and punctuality; Follow instructions from immediate supervisor and report any discrepancy of daily activities or complaints to immediate supervisor or other Aging Services managers; Complete proper forms in detail when required on instances of accidents and risk safety issues; Follow all Aging Services/Cascade County policies, procedures, standards and guidelines; Perform other duties as required or assigned.

Knowledge and understanding of:

Safe and efficient operation of motor vehicles; Driving practices that include being courteous to other drivers and operation of the vehicle; Motor vehicle preventive maintenance and protocols for ensuring efficient operating vehicles; Professional customer service and appearance; Confidentiality policies, procedures, standards and guidelines; County/Aging Services policies, procedures, standards and guidelines; Safety and security policies, rules, procedures and practices; Following directions and ascertaining locations and layout throughout Great Falls and surrounding community.

Skills in:

Delivering meals in a pleasant, cheerful and effective manner; Operating automatic and standard shift vehicles; Understanding and following motor vehicles driving practices and laws; Following driving route and maintaining timely schedule; Observation of clients and their surroundings and reporting; Public relations, customer service and communication; Effective organization and time management; Following driving routes, being efficient and maintaining a timely schedule.

Ability to:

Possess and maintain an understanding and caring attitude toward older persons; Practice good public relations in support of the Aging Services and its functions; Work independently and as a member of a team; Work collaboratively with management and co-workers; Establish and maintain professional and effective working relationships with other employees, management and members of the public; Work and interact with individuals of diverse cultures and backgrounds in a non-judgmental, respectful, professional and effective manner; Speak clearly and effectively in positive or negative situations; Read and interpret written information; Complete work in a timely manner; Observe safety and security procedures; Meet established timelines and/or deadlines; Deal with frequent change, delays or unexpected events; Maintain excellent time management and organizational skills; Analyze and compile information; Follow verbal and written instructions; Observe work hours and demonstrate punctuality; Observe established lines of authority; Promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure; Drive motor vehicles in safe and prudent manner in all types of weather conditions; Move quickly and with ease while loading, unloading and carrying large packages and making deliveries; Ascertain and report to supervisor changes in clients' behavior, demeanor and/or living conditions to keep supervisor fully informed; Drive within time constraints and remain calm when work becomes stressful; Follow directions from Routing Form to find locations of clients; Follow directives from immediate supervisor and managers; Follow all health and safety meal delivery protocols put in place by Aging Services Director; Identify discrepancies or inaccuracies in routes and suggest corrections to supervisor; Recognize problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Exercise sound judgment and decision-making skills within established standards, policies and procedures; Accept responsibility and be self-motivated; Accurately and appropriately handle cash; Maintain strict standards of confidentiality; Perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Local #2.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER