



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement **Augusta Meal Assistant**

Rocky Mountain Development Council, Inc. is seeking applicants for the position of part-time (approximately 15 hours/week) Meal Assistant for the Augusta Senior Nutrition Program. The position involves coordinating services of the Augusta Senior Dinner Club and Meals on Wheels Programs. The starting salary for this position is \$9.68 per hour.

The Meal Assistant's responsibilities include responsibility for the congregate meal site, Meals on Wheels, referrals and assessments and all record keeping. This position is responsible for filling in as Cook during the Cook's absence at the Cook rate.

Minimum Qualifications:

Ability to:

- relate well with and understand the needs of senior citizens.
- keep all information on clients strictly confidential.
- organize senior center activities.
- have reliable personal transportation, liability insurance, good driver's record and current driver's license (need for Meals on Wheels delivery).
- fill in for Cook when needed.
- assist with doing dishes.
- lift up to 50 pounds.
- be outdoors in severe weather conditions.

Education:

- Equivalent to a high school education.

Experience:

- Preference given to applicants who have experience working with senior citizens.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Must have a reliable vehicle, current liability insurance and a valid Montana Driver's license, must pass a criminal background check. Must be able to lift 50 pounds with or without accommodation and be able to drive in severe winter weather conditions.

Application Process:

Applicants must submit a signed completed Rocky application, letter of interest and resume. Applications are available from Rocky, www.rmdc.net, and the Augusta Senior Center. Incomplete application materials will not be processed. Completed application packages must be **received by** the Rocky Human Resource Office, P O Box 1717, Helena, 59624 or 200 South Cruse Avenue, Helena MT, 59601. Completed application packages must be received by the Rocky Human Resource Office at the above address no later than 5:00 PM, Wednesday, March 3rd, 2021. Rocky is an EEO Employer.