



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcement

Intermittent Meal Assistant - Townsend

Rocky Mountain Development Council, Inc. (Rocky) is seeking applicants for the position of intermittent (on-call) Meal Assistant for the Townsend Senior Nutrition Program. The position involves coordinating services of the Townsend 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 may fill 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.
- Have reliable personal transportation, liability insurance, good driver's record and current driver's license (need for Meals on Wheels delivery).
- Record and maintain necessary program paperwork
- Collect & deposit monetary donations and payments
- Follow directions and take initiative
- Organize and manage time
- Assist with doing dishes.
- Lift up to 50 pounds.
- Drive and be outdoors in severe weather conditions.
- Fill in for Cook when needed.

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 Townsend 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. This position is open until filled. Rocky is an EEO Employer.

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP

www.rmdc.net