



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 **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 \$13.25 per hour.

The Meal Assistant's responsibilities include responsibility for the congregate meal site, Meals on Wheels, referrals and assessments and all record keeping.

Minimum Qualifications:

Ability to:

- Relate well with and understand the needs of senior citizens.
- Keep all information on clients strictly confidential.
- 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.

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 with current driver's license and be approved as a driver by Rocky's insurance carrier as outlined in Rocky's Driving and Vehicle Usage Policy. 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.rmhc.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.