

Applications are invited for the following position

## Meals on Wheels Coordinator for South Monaghan

### One Year Part-time Fixed term Contract

#### The Position

This position involves co-ordinating a busy volunteer delivery service of hot meals to vulnerable older adults in the community. The position is part-time (21 hours over 5 days per week) and is a one year fixed term contract. The Meals on Wheels Co-ordinator will be responsible for recruitment and retention of volunteers, volunteer rotas and communication with volunteers, client referrals, mapping delivery routes, co-ordinating weekly delivery of meals, service promotion and referring clients to other needed services, with client consent.

#### The Role

The primary role is to support vulnerable older adults to remain living in the community for as long as possible by ensuring they have access to affordable nutritious meals. This role requires good coordination and communication skills, as well as an empathy for older people and their needs. The successful candidate will be required to:

- Assess client referrals against service criteria to ensure service access to those most in need.
- Recruit and induct volunteers to deliver meals (and support volunteers where need arises).
- Co-ordinate weekly meal orders and volunteer rotas to ensure delivery of meals.
- Ensure policy and procedures are being adhered to, for example GDPR.
- Link clients of the service into other Monaghan Integrated Development community development supports and/or supports available in their community, to help address social isolation and loneliness.
- Network with health professionals such as Public Health Nurses and Hospital Social Workers re: referral paths to the service.
- Organise any other supports necessary to ensure the smooth running of the service.
- Work with SICAP Community Development Officer, to explore other community based operation models for the service.

The position is based in County Monaghan with Monaghan Integrated Development CLG. **Interviews for this position will be competency based and shortlisting will apply on the basis of the information provided in the application form. A full driving licence and car are essential for this position.**

The application form, together with a full job specification and guidance on the competencies required (Team Work; Information Management & Decision Making; Delivery Of Results; Interpersonal & Communication Skills; Specialist Knowledge, Expertise & Self Development; Drive and Commitment) is available from [info@midl.ie](mailto:info@midl.ie) and also on our website [www.midl.ie](http://www.midl.ie).

**Closing date: 5.00 p.m. Monday 12<sup>th</sup> December 2022**

*Monaghan Integrated Development CLG is an equal opportunity employer*