

BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION

POSITION TITLE: Nutrition Site Worker

OBJECTIVE: To provide nutritional meals to eligible elders and report meal counts.

QUALIFICATIONS: Ability to communicate and willingness to work with Elders. Must be reliable and work independently. Have ability to keep records. Must maintain confidentiality. Requires background clearance check. A completed background check and determination that the applicant meets the eligibility criteria of the Alaska Barrier Crimes Act are prerequisites to hiring. Familiarity with Bristol Bay area, people, and culture.

JOB RESULTS

Achieve program goals by

- Contacting each eligible Elder in the village daily with the menu for the hot lunch program.
- Asking the Elder if he/she will be attending the congregate lunch or needs a home-delivered lunch that day.
- Notifying the school cook by 9:30 a.m. how many elder meals to prepare.
- Notifying the school in advance of any special occasions occurring in the village that would mean fewer elders would be participating in the lunch for the day.
- Assisting with lunch set-up and making arrangements to provide transportation to the school, as arranged in each village.
- Making home deliveries or making arrangements for home deliveries.
- Collecting and recording donations and sending to Elderly Services Program every two weeks.
- Recording daily meal count, which is initialed by both the site manager and the school cook.
- Sending meal count records to the Elderly Services Program for processing.
- Advocating for elders in need of additional services, i.e. homemaker/chore
- Assisting elders with special problems and make regular visits to home-bound elders.
- Making requests for donated fish and game from village members, as time permits.
- Being responsible for arranging own alternate worker on days when sick or unable to work. (Alternates must be approved by Program Manager.)

Must agree to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

WAGE \$12.00/hour

REPORTS TO: Aging & Disabilities Division Manager

DUTY STATION: Village sites as needed.

_____ Employee Acknowledgment	_____ Date
_____ Supervisor's Signature	_____ Date
_____ HR Director	_____ Date
_____ President/CEO	_____ Date