



Job Announcement- June 24, 2024

Around Town DC Program Specialist and St. Alban's Kitchen Aide

Iona is pleased to announce that we are hiring a full-time Around Town DC Program Specialist and St. Alban's Kitchen Aide!

About Iona

Iona Senior Services is a vibrant and innovative nonprofit organization that directly helps over 3,500 older adults and families with the challenges and opportunities of aging in the greater Washington D.C. area each year. Since 1975, we have educated, advocated, and provided community-based programs and services to help people age well and live well. Iona's robust and growing suite of services includes consultation, care management and counseling, adult day health care, active wellness programs, support groups, classes, information, referral and much more. For more information about Iona, please visit www.iona.org. Iona is fortunate to have a Board, staff, and community of committed supporters.

Iona is a warm and collegial workplace that promotes excellence in client services and is committed to diversity, inclusion, and the professional growth of employees.

SUMMARY:

The Around Town DC (ATDC) Program Specialist and St. Albans Kitchen Aide reports to the Sr. ATDC Program Manager. The role encompasses responsibilities in three main areas: data collection, program support, and kitchen assistance. The primary responsibilities are data collection and input which involves gathering, entering, and maintaining program data, assisting with class attendance and registration, conducting intakes, and ensuring client confidentiality. Additional responsibilities include planning and facilitating social, health, and recreational events, as well as distribution of meals and compliance with food handling regulations.

RESPONSIBILITIES:

Data Collection and Input

- Ensure program data is collected from participants, entered into the client database, and maintained in accordance with the DC Department of Aging and Community Living (DACL) Grants Policy Manual.
- Assist Around Town DC contract class instructors with collecting attendance and registration information.
- Collect client intakes in the field and assist participants with completing registration forms.
- Identify classes or participants missing information and develop strategies to collect missing information.
- Uphold Iona's confidentiality policies and safeguard client information.

AROUND TOWN DC Program Specialist

- Plan and facilitate weekly and monthly events to encourage socialization, health promotion, and recreation.
- Support ATDC Program Manager with outreach events.
- Observe participation at events and seek participant feedback for ongoing quality improvement.
- Adhere to and enforce all safety procedures and escalate any concerns to the appropriate staff member. Follow reporting guidelines for incident reporting.
- Other duties as assigned.

Kitchen Assistant

- Prepare beverages and ensure hydration station is well stocked.
- Prepare kitchen for delivery of meal from food vendor and confirm portions provided meet expected participant turnout.
- Monitor food safety, place any items that require refrigeration or a heating source into the appropriate areas.
- Ensure tables are set with tablecloths and placemats.
- Distribute shelf-stable meal for participants who show up without a reservation.
- Manage dishwasher to ensure all dishes are cleaned and stored appropriately.
- Maintain cleanliness of kitchen by cleaning counters, food warmers, refrigerator and freezer, stove surfaces, or other areas of kitchen that may need cleaning.
- Maintain inventory of food service supplies.
- Comply with safe food handling regulations and abide by related federal, state, or local food safety laws as identified by the Site Manager and Sr. Manager of Nutrition Programs.

REQUIREMENTS:

- Minimum one year of cumulative experience working in customer service, community health, social services, or related field.
- Public Speaking/Program Delivery skills
- Experience working with older adults is a plus; must be able to work with diverse populations.
- Excellent interpersonal and organizational skills with a strong customer service drive.
- Ability to balance competing priorities and adhere to strict deadlines.
- Willingness to learn about Iona's programs and services to provide appropriate information and referrals to participants.
- Computer proficiency is required. Experience with Office 365, Teams, WordPress, or Microsoft Excel is a plus.
- Fully vaccinated and boosted against COVID-19.

Benefits: *Health *Dental *Vision *Flex Spending Account *Retirement Plan *Paid time Off *Life Insurance.

*****To apply please submit cover letter and resume to personnel@iona.org**

Iona Senior Services, an equal opportunity employer, is committed to diversity within its staff, and encourages applications from all qualified candidates.