

**Jefferson County
Position Description**

Name:	Department: Human Services
Position Title: Home-delivered Meal Assessor	Division: ADRC and Aging Services
Pay Grade: 3	FLSA: Non-exempt
Date: July 2026	Reports To: Nutrition Program Supervisor

Purpose of Position. The Home-delivered Meal Assessor is responsible for evaluating potential client needs to assure appropriate nutrition resources. Ongoing assessment of client needs and educating clients about other resources available will be a focal point in this position.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Interviews potential meal program participants and completes in-home assessment.
- Assists with developing nutrition education materials and presentations for program participants.
- Provides coverage for meal site managers as needed.
- Participates in quarterly site manager meetings, and annual training courses.
- Adheres to Food Safety Regulations according to the Wisconsin Food Code.
- Fills in at nutrition sites as needed.
- Practices competent motivational interviewing techniques.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.
- Adequate computer and communication skills are essential.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

One to two years related experience and/or training and high school diploma or equivalent; or associate degree; or equivalent combination of education and experience. **Preferred Training and Experience Required to Perform Essential Job Functions**

Two years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Valid driver's license.
- Serve safe certification or Serving Safe Foods Certification required within 90 days of hire.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense and understanding, to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to assess needs through observation, conversation and context.
- Knowledge of accurate documentation.
- Ability to complete tasks according to required time frames.
- Skill in operating a computer, cell phone, and other department office equipment.
- Using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None. May be responsible for managing and directing volunteers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Travel is required. Home visits are required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee_____ Date: _____

Supervisor_____ Date: _____