

RCR
6/29/10

R. 17138

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Charter County, hereinafter referred to as "the County" and the **MID-AMERICA REGIONAL COUNCIL**, 600 Broadway, Suite 200, Kansas City, MO 64105, a regional Planning Commission operating pursuant to Section 251.150 et seq., RSMo, hereinafter referred to as "MARC."

WHEREAS, the County deems it to be in the best interest of its citizenry to support senior and youth programs and services as provided by MARC and other agencies, under subcontracts with MARC; and,

WHEREAS, this Agreement is entered into pursuant to the provisions of Chapter 70, RSMo, dealing with cooperative agreements;

NOW THEREFORE, the County and MARC agree, in consideration of the following mutual promises and valuable consideration, as follows:

1. **Services**. MARC shall provide senior service programs for the citizens of Jackson County, as is more fully set forth in the proposal attached hereto as Exhibit A. MARC is expressly authorized to enter into a subcontract with the **Don Bosco Community Center** for accomplishing said services upon such terms and conditions as MARC shall deem appropriate.

2. **Terms of Payment**. Upon the execution of this Agreement, the County shall pay to MARC the lump sum of \$37,861.00 for these programs and services.

3. **Annual Report**. MARC shall submit an annual report, including a statement of budget and actual expenditures, and other documentation as requested by the Director

FILED

JUN 21 2010

MARY JO SPINO
COUNTY CLERK

of Finance and Purchasing to show that the funds paid to MARC by the County were used for the purpose set forth in this Agreement. Said annual report shall be submitted no later than December 31, 2010. Failure to submit said annual report shall disqualify MARC from future funding by the County for this program.

4. **Submission of Documents.** No payment shall be made under this contract unless Don Bosco Community Center shall have provided to MARC and MARC shall have confirmed to County and County's Budget Director its receipt of: (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Budget Director as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of MARC pertaining to the finances and operations of MARC.

6. **Default.** If MARC shall default in the performance or observation of any term

or condition of this Agreement, the County shall give MARC written notice setting forth the default and the correction required. If said default shall continue and not be corrected within ten days of the notice of default by MARC, the County may at its election terminate the contract and take such action in law or equity to recover all funds given to MARC under this contract but not used for the purposes set forth in the contract.

7. **Conflict of Interest.** MARC warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract.

8. **Term.** This Agreement shall be effective January 1, 2010, and shall terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed as verified by the County's audit as provided in paragraph 5.

9. **Equal Opportunity.** In carrying out this Agreement, MARC shall insure that none of the benefits or services of the program are denied to any eligible recipient on the basis of race, color, religion, sex, age, handicap or national origin. MARC shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, handicap or national origin in terms and conditions of employment or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. MARC shall in all solicitations or advertisements for employees placed by or on behalf of MARC state that all qualified applicants will receive consideration for employment without regard to race,

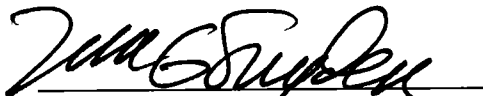
color, religion, sex, age, handicap or national origin.


10. **Incorporation**. This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the County and MARC have executed this Agreement this 21st day of June, 2010.

APPROVED AS TO FORM:

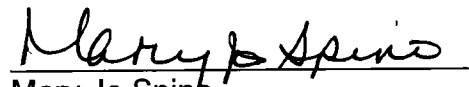
JACKSON COUNTY, MISSOURI

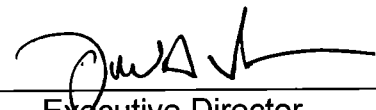

William G. Snyder
Acting County Counselor

By 
Michael D. Sanders
County Executive

ATTEST:

MID-AMERICA REGIONAL COUNCIL

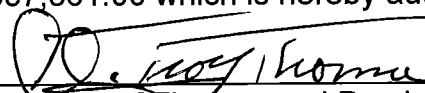

Mary Jo Spino
Clerk of the Legislature

By 
Executive Director
43-0976432
Federal I.D. or S.S. #

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this agreement is chargeable, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligation of \$37,861.00 which is hereby authorized.

June 19, 2010
Date

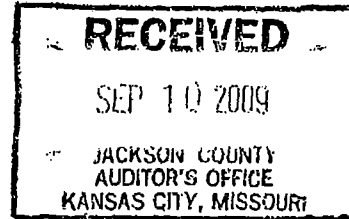

Director of Finance and Purchasing
Account No. 002-7902-56789
79022010 005



OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org



Section A: Organization or Agency Information	page 1
Section B: Agency's 2009 and 2010 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8

Section A: Organization or Agency Information

Name:	Don Bosco Community Center		
Address:	531 Garfield Kansas City, Missouri 64124		
Phone No:	816/691-2900	Fax:	816/691-2958
Website Address:	www.donbosco.org		
Federal Tax ID No:	44-0558260	Fiscal Year Cycle:	July 1, 2010 - June 30, 2011
Name and Title of Contact Person:	Anne Miller, Senior Center Director		
Phone No:	816/421-3160	Email Address:	amiller@donbosco.org
Submittal of this request has been authorized by:	Nick Scielzo, President		

Summary of Jackson County Funding Request by Program			
	Program Name <i>(please prioritize with number 1 being most important)</i>		Amount
1.	Don Bosco Senior Center	\$	43,000
2.		\$	-
3.		\$	-
Total Jackson County Funding Request for All Programs		\$	43,000

Section B: Agency's 2009 and 2010 Revenue Information

YE 6.30.2010

Agency's 2010 Revenue Information			
Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	MARC, FEMA	\$ 937,292	32
State	LINC	\$ 224,540	8
Jackson County	Mental Health, Outside Agency Funding	\$ 190,835	7
Other Counties			0
City	City of KCMO	\$ 110,183	4
Charity/Donations	United Way, Foundations, Individual Donors	\$ 766,400	26
Fundraisers	Special Events	\$ 60,000	2
Other	User fees, Misc.	\$ 608,196	21
2010 Total Projected Revenue		\$ 2,897,447	

YE 6.30.2009 UNAUDITED

Agency's 2009 Revenue Information			
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	MARC, FEMA	\$ 886,872	33
State	LINC	\$ 178,728	7
Jackson County	Mental Health, Outside Agency Funding	\$ 186,835	7
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	United Way, Foundations, Indiv. Donors	\$ 657,560	25
Fundraisers	Special Events	\$ 133,740	5
Other (please list)	User fees, Misc.	\$ 609,760	23
2009 Total Revenue		\$ 2,653,495	

If your agency receives funding from Jackson County in 2009, please identify the funding source, amount, and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 145,000	Fund Cat. 3-prtn with Trum
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 41,835	Senior Center Client Serv
2009 Total Jackson County Funding			\$ 186,835	

Section C: Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding. Program

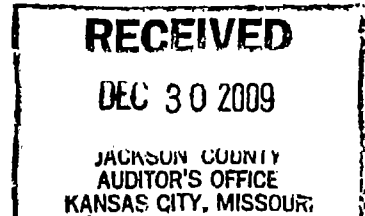
Agency Name: _____

Program Name: _____

DOn Bosco Senior Center

Personal Services					
Position	No. of Hours		FTE	Rate	x Rate
	Per Week	or Annually			
Senior Center Director		2080	0.10	\$ 21.63	\$ 1,200
Transportation Coordinator		2080	0.10	\$ 16.35	\$ 1,200
Senior Care Coordinator		2080	0.20	\$ 12.50	\$ 2,400
Regional Center Driver (2)		1950	0.20	\$ 11.00	\$ 4,800
Home Delivered Meals Driver (6)		494	0.25	\$ 12.00	\$ 12,000
					\$ -
Total Salaries					\$ 21,600
Total Benefits					\$ 3,888
Total Personal Services					\$ 25,488
Contractual Services					
Yoga Instructor, Class Instruction 1 X per week					\$ 1,200
Zumba Exercise Instructor, Class Instruction 1 X per week					\$ 1,200
Ballroom Dance Instructor, Class Instruction 2 X per week					\$ 1,200
					\$ -
					\$ -
					\$ -
Total Contractual Services					\$ 3,600
Supplies					
Meal Deliver & Senior Transp.- Vehicle Maintenance & Upkeep					\$ 2,500
Occupancy/Sr. Center Facility incldg. Utilities					\$ 6,273
					\$ -
					\$ -
					\$ -
					\$ -
Total Supplies					\$ 8,773

Total Program Request \$ 37,861



Section D: Program Information

*Complete each section for each program your agency is applying for funding.
All Program 1 information should be entered in the left column, all Program 2 information in the middle column,
and all Program 3 information in the right column.*

Program 1 Name	Program 2 Name	Program 3 Name
<p>Client Services Coordination</p>	<p>On-Site Activities & Transportation</p>	<p>Meal Program- On-Site & Home Delivered</p>
<p>Proposed Program Details/Functions to be performed by each program.</p>		
<p>The staff coordinator conducts in-home assessments of homebound seniors to confirm the individual's need to receive the home delivered meal. All 360 individuals (unduplicated #) in the meal program are seen at least 1-2 times per year. The coordinator provides info/assistance and referrals to other community agencies &/or arranges for services available through Don Bosco.</p>	<p>Beyond fellowship, promoting health & wellness is a critical service provided by staff, medical professionals, nursing students and exercise instructors. Blood pressure and blood glucose level screenings, podiatrist foot care, flu vaccines, exercise class & equipment, and health & wellness classes are available to assist the seniors in maintaining their optimum health. Formal exercise opportunities are available</p>	<p>Hot lunches are delivered to homebound elderly & persons with disabilities, enabling them to remain in their homes. An average of 280 individuals receive their meal daily. Monday-Friday. Staff drivers, the majority are part-time retirees, deliver the meals to the homebound. They are responsible to see the individual to ensure that the person is in a safe environment and is OK. The part-time drivers are paid a small amount to offset their expenses, incurred by using their private vehicle to deliver the meals. Congregate/On-Site lunch Program serves those individuals who are able to attend the Center, an average of 95-125 per day. The lunch program must meet stringent nutritional guidelines set forth by the Mid-America Regional Council. The menu is reviewed by 2 registered dietitians to ensure the standards are met.</p>
<p>Often, the senior has no supportive family member to turn to for help in maintaining his/her health and safety. Many phone calls are exchanged throughout the year between the coordinator and various seniors, as needs and crises arise for the seniors. The seniors are confident the coordinator can help them to resolve their concerns. Additionally, written info is distributed periodically to the homebound on nutrition and other health-related topics. The meal drivers deliver this material, saving on postage & handling.</p>	<p>through weekly classes of yoga, zumba aerobics & ballroom dance. Additionally, educational opportunities such as computer class & lab, Spanish class, community agency presentations, and recreational activities such as musical entertainment, bingo, pool tables and card playing are a part of daily life at the Senior Center. Volunteer & fellowship opportunities inspire many seniors to continue to learn, enjoy and share their talents and feel a vital part of the Center and community. Since November 2006, the Program</p>	

		Participants	Identify the number of participants by county (do not include program services)	Participants	Participants
					Transportation service is provided for seniors between the Center & their homes, for an average of 35-40 individuals each day. Weekly trips to the grocery & discount stores are provided also. Transportation service is provided for seniors between the Center & their homes, an average of 35-40 individuals each day. Weekly trips to the grocery & discount stores are also provided, enabling seniors to be independent.
Jackson		865	There are 975 registered individuals(undupl.)		
Clay/Platte		38	who are then served by the various programs.		
Cass		7			
Other Missouri		26			
Kansas		39			

Target Population
 Description of target population and demographic characteristics served by each program

The Programs serve the same target population. The Senior Center provides services to adults age 60 and over, and persons age 18 and older with a disability. According to the United States Census 2000 data, the total population within Don Bosco's service area zip codes is 60,603 people. The total population of people ages 60 and over is 8,256 representing 14% of the population. The percentage of the population with one or more disabilities over 5 years of age is 29%. The percentage of the total population living below the poverty line in this area is 29%. To offer a comparison, the Kansas City Metropolitan Area percentage is 9.43% and the Missouri percentage is 11.4%. The population of minority individuals is 64%. Of those included in the minority population, the largest groups are African-American/Black at 54% and Hispanic/Latino at 33%. The total # of foreign born individuals equal 10,028 people or 16.5% of the population. This is a high # in comparison to the # of foreign born indiv's living in Missouri, which 2.7% of the population. There are 5 government housing apartment complexes within a 2 mile radius of the Center, and more than 7 senior high-rises in close proximity.

Service Delivery Area
 Identify your specific geographic service delivery area for each program

Don Bosco's main geographic service area includes zip codes 641105, 641106, 64120, 64123, 64124, 64125, 64126 and 64127. General street boundaries include the following: the North boundary is the Missouri River, the South boundary includes 32nd Street, the East boundary is Interstate 435 and the West boundary includes Broadway. This service area is for provision of delivery of Meals-on-Wheels and transportation of seniors to & from the Center. Other individuals may attend the Center by means of other forms of transportation, i.e. personal vehicle, The Metro, Share A Fare, etc.

Fund Separation
 Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized in the benefit of Jackson County residents.

The Mid-America Regional Center contracts for service require registration cards completed and maintained on file for all individuals served by the various program. The documentation demonstrates that 89% of all registered participants are Jackson County residents. As funding requested from Jackson County is 4% of the Senior Center's total budget, it can be ensured that all funding will be utilized for Jackson County residents.

Appendix B Method

1. To provide hot, nutritious lunch meals to the homebound and for the on-site seniors and persons with disabilities. Meals are planned and evaluated/approved by the Senior Center registered dietician then final review conducted by the MARC registered dietician, to ensure that all meals meet the stringent guidelines. The meals are then delivered to the home of seniors who have been approved by their physician and MARC staff for this service. For those seniors who are able to attend the Center, they must meet the eligibility requirements for age or disability. There is no financial income guideline for either of these services. Voluntary, confidential donations are accepted from the seniors but not required, as per MARC guidelines. Any donations collected are then deposited in a MARC bank account for reinvesting in the program. The average donation collected from the seniors is 31 cents per individual, verifying the difficult economic struggles that the majority of seniors are facing in the Center's service area.

2. To assist homebound clients by assessing their health and living conditions. The client service coordinator meets with the homebound seniors to assess their home environment and other basic needs, then assists in resolving any issues. Staff provides information and assistance to those clients who are in need of help and often, Don Bosco is able to provide the direct service needed for that individual through the Agency's Family Support Center, or by contacting various community agencies to set up services or benefits to meet the senior's needs. Thus, enabling the senior to remain in their home in a more comfortable and safe environment.

3. To encourage the active participation in health promotion and other activities/services provided at the Center. The Center Director and the Program Specialist/Activity Coordinator arrange for the health promotion activities/services provided at the Center. The involvement of home health agencies, a podiatrist, local universities with schools of nursing and physical therapy and medical doctors are all solicited throughout the year to provide direct service to the seniors. Additionally, trained and certified instructor(s) are scheduled for the weekly classes of yoga & zumba aerobics available to the seniors. Other classes are provided which include ballroom dance, computer usage, Spanish language and art which many of the seniors participate in. There are many additional opportunities provided through Center relationships with other governmental and community agencies, i.e. AARP, American Red Cross, Truman Behavioral health, Westport Co-op, etc.

Detail specific methods you will use to achieve these objectives.

See above

Evaluation

Describe how the success of each program will be evaluated.

Apply the performance measures of statistics you will use to determine the success of each program.

1. The Senior Care Coordinator provides MARC with monthly reports on the status of homebound individuals. Verification of the service is reviewed by MARC through the annual on-site monitoring and inspection. Measures will be based on a schedule of at least 1 - 2 in-home assessments per client, annually.
2. The MARC staff conducts on-site audits for appropriate service delivery systems annually, and also requires Don Bosco to submit monthly and quarterly reports to verify services provided. Furthermore, a participant survey is distributed annually for feedback regarding the quality of food, services and the impact of the Programs on the seniors' personal independence. The survey is conducted both on-site and for those receiving the home delivered meals.
 3. Activities are monitored through informal feedback from the participants, and through the staff's personal knowledge of the participants. Also, staff maintains communication with the exercise & ballroom dance instructors to continuously evaluate client satisfaction. In reference to health & wellness activities, registered and student nurses provide written record of the results of the blood pressure & blood glucose screenings for the seniors and then communicate to staff if their are individuals who need to follow-up with their physician for more thorough evaluation. Written documentation of the # of individuals served for each program are maintained through "signature sheets" of the seniors per

Notification

How will your organization make clients, the taxpayer, and the media aware of the generous funding received from Jackson County? (Please attach any examples)

Don Bosco Community Center maintains an Agency website which lists funders(JaCo). A quarterly newsletter is published which also recognizes funders(JaCo). Additionally, presentations are conducted by staff to community, corporate and other groups in which funders(JaCo) are recognized. Lastly, the Agency lists funders(JaCo) in all budget/revenue data sheets required by other funders.

DON BOSCO CENTERS JOB DESCRIPTION SENIOR CENTER DIRECTOR

Job Title: Senior Center Director
Center & Department: Senior Center
DOL Classification: Exempt
Reports to: President
Directly Supervises: Management & Direct Service Staff
Prepared by: Anne M. Miller, Senior Center Director
Prepared Date: March 1999
Approved by:
Approved date:

JOB SUMMARY

The Senior Center Director is primarily responsible for the administration and management of the Bosco Center for Seniors in accordance with policies set forth by the President, the Board of Directors and Mid-America Regional Council- Department on Aging(MARC). Responsibilities include supervisory, administrative and programmatic duties that assure of the highest level of quality services available for the clients served by the Agency, as can practically be accomplished. Additionally, is responsible for the achieving the goals and benchmarks as outlined in the Senior Center section of the "Don Bosco Centers Business Plan" current edition.

JOB DUTIES & RESPONSIBILITIES

1. Implement and oversee programs and services of the Senior Center, including contract management.
2. Monitor Center activities to ensure that program objectives are met.
3. Assure that the Center meets all Federal, State and local laws and regulations (Health Department, Fire Department, etc.).
4. Prepare and submit proposals on behalf of the Center to MARC, governmental entities, foundations and corporations, in coordination with the Don Bosco Development Office and Executive staff.
5. Assist in the preparation of the Center's annual budget in cooperation with the President and Accounting Office.
6. Assess and determine staffing needs. Oversee hiring in conjunction with the Director of Administration/Human Resources. Pursue the necessary and timely training and evaluation of Center staff.
7. Responsible for coordinating the preparation and submission of all Center reports in compliance with deadlines.

Page Two

Job Description: Senior Center Director

8. Review and authorize all appropriate Center cash disbursements and procurement of supplies and equipment.
9. Coordinate linkages with other service providers and represent the Center in professional organizations.
10. Conduct presentations and speak on behalf of the Center and Don Bosco for business and community groups, United Way- related activities, governmental entities, etc.
11. Resolve grievance issues of the clients/participants of the meals and transportation services, in compliance with Don Bosco and MARC policies, as needed.
12. Coordinate Senior Center Advisory Council meetings in conjunction with the Board Vice President for Senior Center.
13. Inform and update the Board Vice President for Senior Center of needs, critical information and special events at the Senior Center.
14. Collaborate with the Development Department to appropriately market the Senior Center and pursue additional funding sources.
15. Participate in the weekly Don Bosco Directors and Executive Staff meetings, and the monthly/quarterly All Staff meetings and share pertinent information with Center employees.
16. And other duties as assigned by the President, Senior Center Advisory Council and the Don Bosco Centers Board.

JOB SPECIFICATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, LICENSURE:

- > Bachelor's degree in human services, Gerontology, public health or administration, social work or related field
- > Minimum of three years professional and supervisory experience in human services management and programming.
- > Effective communication skills required, bi-lingual capabilities are beneficial.
- > Practical working knowledge of computer and other standard office equipment.
- > Driver's license with acceptable driving and police records check.

JOB DESCRIPTION

Title of Position: Transportation Coordinator & Information Systems Specialist

Reports to: Senior Center Director

Description of Duties: General Responsibilities

Primarily responsible for the hiring, training and supervision of all Senior Center driving staff, in addition to the upkeep and maintenance of agency vehicle fleet. Additionally, shall be responsible for the development and maintenance of the electronic information system of Senior Center. These duties are to be provided in compliance with the Mid-America Regional Council (MARC) standards in agency's service contracts.

- I. Provide oversight and coordination of the transportation of meals, transportation of persons and delivery of catered food programs
 1. Hire and provide the initial orientation of new driving staff in compliance with agency and MARC standards, policies and procedures.
 2. Conduct and/or provide for ongoing training of driving staff, i.e. periodic review of MARC policies as specified in contracts, safety standards, etc.
 3. Provide ongoing supervision of driving staff.
 4. Provide for procurement of and maintenance of personnel forms for personnel records (in conjunction with agency Human Resources Department) of driving staff.
 5. Coordinate the routing and job duties of the drivers responsible for transportation of meals, persons and delivery of catered food. Responsible to serve as substitute driver of last resort in these various capacities.

- II. Responsible for the oversight and/ or completion of all documentation required, both agency and MARC, within the specified time frames, for transportation service-related statistics and reports. These duties are primarily accomplished through utilization of computer equipment that may entail creating new and/or revised databases and programs.
 1. Complete the necessary paperwork and documentation, in an accurate and timely fashion, specific to the transportation of meals, persons and delivery of catered food.
 2. Responsible for ensuring that all necessary client signatures are obtained by driving staff, and any other service contract-specific standards and requirements are upheld by driving staff.

- III. Responsible for the oversight of and/or direct assurance of the general maintenance, upkeep, cleanliness and proper licensure of all agency vehicles utilized in the provision of Senior Center transportation services.
 1. Practice routine maintenance and inspection tasks as outlined in the agency "Transportation Standard Operating Procedures" on all Senior Center vehicles. Pursue repairs of vehicles and replacement of worn parts, etc. as needed. The agency "Vehicle Maintenance Logs" will be utilized to document any necessary details as stipulated in the standard operating procedures.

2. Coordinate with agency administrative staff to ensure that all necessary licensure and inspections are current and on file as required by Missouri statute and agency contracts.

IV. Serve as the "in-house resident specialist" of the electronic information system within the Senior Center that is utilized for multiple databases, contract invoicing, etc. that are specific to transportation-related services and other services provided by the Senior Center.

1. Develop or pursue the development of the necessary computer software programs utilizing Windows, Word Perfect, Lotus, Excel, etc. that provide for the myriad of forms, databases, reports and invoices that are required in the day-to-day business of the Senior Center.

2. Shall be available to other Senior Center staff as the "specialist" as the frequent need arises.

V. Responsible for other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience and Licensure:

- * Minimum of high school education required, some college and/or military experience preferred.
- * Minimum of two years experience in the provision of transportation services required.
- * Practical working knowledge of computer, programming experience preferred in Windows, Lotus, Excel, etc.
- * Practical working knowledge of maintenance and upkeep of automobiles, vans and trucks required.
- * Appropriate level of drivers licence with driving and police check.

4/97
Revised 8/02

DON BOSCO CENTERS
POSITION DESCRIPTION

Title of Position: Senior Care Coordinator

Reports to: Senior Center Director

Summary: General responsibilities include the oversight and provision of the in-home assessments of the elderly and disabled clients served through the MARC home-delivered meal program. Coordination of services and/or referral to other human service agencies shall be provided to those clients determined to be in need of and receptive to this service. Supervisory responsibilities are required in the oversight of student nurses and interns who are involved in this program. Supervisory responsibilities are also required in the oversight of the Commodity Supplemental Food Program (CSFP) through Harvesters and the Senior Companion Program through Westport Cooperative Services. The day-to day operation of the program will be administered in accordance with Agency philosophy and policies/procedures.

Duties & Responsibilities:

1. Responsible for the day-to-day operation of the Program, which includes verbal and written communications, completion of necessary forms and paperwork, assisting and working with other Agency staff in the management of the Program.
2. Perform and document client assessments which include the psychosocial, health status and environmental-living conditions of the participants in the Program, then develop appropriate service plans accordingly.
3. Provide the supervision and coordination necessary of the student interns and student nurses during their assignment at the Center to assure of a productive and learning opportunity and for the clients that the assessment and follow-up services are appropriate and complete.

4. Provide the supervision and coordination of CSFP program which includes verbal and written communications, completion of necessary forms and paperwork, file maintenance, and working with other Agency staff in the management of the program.
5. Provide the supervision and coordination of Senior Companion Program necessary to match the Senior Companions and clients by doing home visits, completing necessary forms and paperwork, verbal and written communications with both Westport Cooperative Services staff, clients and Senior Companions.
6. Provide client service supportive functions, i.e. client advocacy, case monitoring, family guidance and support, networking with other community resources, etc.
7. Participate in the development and the maintenance of the Program computer database for collecting, evaluating and streamlining various components of the Program. Organization of a systematic resource bank will be conducted on an ongoing basis.
8. Attend and participate in professional growth workshops and seminars to enhance skill level in providing the services and coordination of the Program.
9. Other duties as assigned.

Qualification Requirement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education, Experience & Licensure-

- Bachelors Degree in Gerontology, social work, public health or administration, human services or related field.

- Minimum of two years professional experience in human services, community relations or similar field. Experience in working with the elderly preferred.
- Effective communication skills required, bi-lingual Spanish capability is beneficial.
- Practical working knowledge of computer and other standard office equipment.
- Driver's license with approved driving and police records check.

JOB DESCRIPTION

Title Of Position: Regional Center Driver

Reports To: Transportation Coordinator

Description Of Duties: General Responsibilities

Primarily responsible for providing transportation services to Senior Center clients and delivery of homebound meals. These duties are to be provided in compliance with the MARC standards in agency's service contract.

1. Drive an agency vehicle to transport clients to and from nutrition sites.
2. Drive an agency vehicle to transport Senior Center clients to and from shopping center.
3. Drive an agency vehicle to deliver meals to the homebound.
4. Practice proper safety techniques in assisting clients into and out of the vehicle.
5. Practice defensive and safe driving techniques
6. Display courteous service to the elderly and disabled clients served.
7. Return the clients' meal donations to the Senior Center and deliver additional items to the homebound clients as may be needed.
8. Keep the meals in the authorized containers to preserve their temperature.
9. Display courteous service to the elderly and disabled clients served.
10. Pursue a signature for the meal and observe for any change in client's health (such as acting confused, can't sign their name today or don't know what their name is) and report this to the supervisor.
11. Check vehicle fluids, general driving condition and keep inside of vehicle clean
12. And any other duties assigned.

Qualifications:

Current Chauffeurs license

2 years good driving record

April 7, 2004

JOB DESCRIPTION

Title Of Position: Home Delivered Meals Driver

Reports To: Transportation Coordinator

Description Of Duties: General Responsibilities

Primarily responsible for providing transportation of homebound meals. These duties are to be provided in compliance with the MARC standards in agency's service contract.

1. Drive personal vehicle to deliver meals to the homebound.
2. Display courteous service to the elderly and disabled clients served.
3. Keep the meals in the authorized containers to preserve their temperature.
4. Return the clients' meal donations to the Senior Center and deliver additional items to the homebound clients as may be needed.
5. Pursue a signature for the meal and observe for any change in client's health (such as acting confused, can't sign their name today or don't know what their name is) and report this to the supervisor..
6. Practice defensive and safe driving techniques.
7. Any other duties assigned.

Qualifications:

Current license

Current Vehicle insurance

2 years good driving record

April 7, 2004