



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programming including Mentor Me, Housing, Employment and Petaluma Bounty Farms.

**JOB TITLE:** Aging Well Together Program Support  
**FLSA STATUS:** Not Exempt, full-time  
**COMPENSATION:** \$17-\$20/hour  
**DIRECTOR:** Director of Aging Well Together  
**SUBMIT:** Cover Letter and Resume to [jobs@petalumapeople.org](mailto:jobs@petalumapeople.org)

**POSITION OVERVIEW:** Provide back-up support and relief for Aging Well Together programming, including supporting our nutrition programs and Adult Day programming.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Under the supervision of The Aging Well Together Director provide program support as directed. This position will be trained to fulfill the responsibilities as directed in our nutrition, adult day and other Aging Well Together programming including:
  - Assists as needed the Café Coordinator in coordinating volunteers, route management and data tracking
  - Assists Kitchen Manager in preparing and serving meals for nutrition programs, Home Delivered Meals and Congregate Dining. This includes all duties as required by federal and state food preparation and includes some dish washing and food preparation as needed.
  - Assists Adult Day program staff in providing programming as needed, includes the Congregate dining programming
  - ADRH referrals and staff support as needed
  - Work in partnership with Director, Kitchen Manager and Agency Nutritionist to prepare the monthly calendars, copy and distribution.
- Provides resource navigation for clients as needed
- Supports Director in data gathering and reporting
- Attends agency meetings as required
- Other duties may be assigned

**SUPERVISORY REQUIREMENTS:** Supervises volunteers as needed.

**QUALIFICATION REQUIREMENTS:**

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.

**It's a requirement of this position,** for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.

**EDUCATION and EXPERIENCE:**

- High school diploma or general education degree (GED).
- Safe food handling certification preferred but not required.
- Negative TB test required.
- Background check clearance required.
- Some Microsoft Word experience.

**ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:**

**Physical:** Must be able to stand for extended periods of the day. Must be able to lift 40lbs.

**Environmental:** Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

**Cognitive:** Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

**Psychological:** Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

**BENEFITS:**

Paid sick time, vacation and holidays are prorated to the time worked. Comprehensive benefits package, including medical, dental, and vision coverage cost prorated based on hours, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

**PPSC is an Equal Opportunity/Affirmative Action employer.** It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.