

# THE SALVATION ARMY ALASKA DIVISION

“Doing the Most Good” is the Salvation Army’s distinct identifiable message. It is a promise we make to all---contributors, clients, associates, and officers. It is also a promise to our employees to do the most good by offering a greater sense of purpose in their work, by providing training and mentoring opportunities, and by offering pay and benefits that allow employees and their families to feel secure in their futures.

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## POSITION VACANCY ANNOUNCEMENT

### Full Time NTS Specialist/Driver - Older Alaskans Program

Re-Posted: 4/08/2016

Closing Date: Open Until Filled

The Salvation Army’s Older Alaskans Program is currently seeking a Nutrition, Transportation, and Support (NTS) Specialist/Driver to deliver program services to clients. These services include meal delivery, assisted transportation, and housekeeping activities. This position acts as a personal representative of The Salvation Army and insures client health and function, assistance with light housekeeping and transportation needs, maintenance of meal delivery equipment, and documentation of services and assessments. *This is a full time position, Monday through Friday, with paid holidays and benefits.* Starting pay is \$11.50/hour.

#### **ESSENTIAL FUNCTIONS INCLUDE but are not limited to:**

- Visual assessment of client health and function while providing services; report changes to supervisor
- Document reported client problems or requests for service and provide information to supervisor
- Deliver meals to clients along route, which includes: verify meal count, pack meal items using proper containers and ice packs to assure temperature control of 40 or less throughout meal delivery
- Provide client transportation and light housekeeping services
- Routine maintenance of vehicle used to provide services to clients

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent or at least two (2) years of experience working in a job-related field where client care or customer service was the work focus
- English language ability sufficient to understand and carry out instructions and accurately complete required documentation
- Knowledge of the Anchorage bowl area and map-reading ability
- Ability to learn to assess client health and function at paraprofessional level; excellent interpersonal skills required
- Ability to regularly lift up to 50 pounds and be able to work out-of-doors in extreme weather conditions
- Ability to obtain and maintain basic First Aid and CPR certifications; Food Handlers card a plus
- Current Alaska driver’s license and acceptable driving and criminal history records

#### **To apply for this position:**

Visit our website at [http://www.salvationarmyalaska.org/alaska/career\\_opportunities](http://www.salvationarmyalaska.org/alaska/career_opportunities), complete the application, and: fax it to 907-276-2612; or scan/email to [ak.hr@usw.salvationarmy.org](mailto:ak.hr@usw.salvationarmy.org); or drop off at 143 E. 9<sup>th</sup> Avenue, Anchorage, AK 99501. Please attach your resume or CV to the completed application form. If you need assistance or accommodation to apply for this position, please contact Human Resources at 907-339-3435.

*The Salvation Army is an Equal Opportunity Employer*



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