



Senior Resource ASSOCIATION

Promoting Independence in our Community

Position Opening **Disaster Relief Personal Shopper and Food Distribution Aide** **(Temporary/Part time)**

About the Organization

Senior Resource Association (SRA) is a 501 (c)(3) non-profit organization that provides services to support and advocate for independence and dignity of older adults throughout Indian River County. Our organization was established in 1974 to provide services and programs that promote an active, healthy, and independent lifestyle for older adults. We provide and manage the Meals on Wheels of Indian River County programs, Adult DayAway programs, In-Home services, and Transportation for seniors and their families. With two locations in Vero Beach and Sebastian, SRA operates the only state licensed Adult DayAway programs in the County.

Our goal is to keep seniors healthy and in their own homes for as long as safely possible. Due to memory loss, brain injury, food-insecurity, and/or lack of socialization, all families have a special need for their loved one that leads them to Senior Resource Association. SRA is recognized as the lead agency in Indian River County for homebound and community-based services for seniors and adults aged 18 and older. For more details, visit www.SeniorResourceAssociation.org.

Primary Function:

This position is temporary and through CareerSource Research Coast Dislocated Worker Grant. This is a professional position which supports the strategic goals and objectives of SRA. Under supervision, assist the Case Manager with communicating with the client on the phone or at their residence and, using a grocery list and budget approved by the client, shopping for groceries, essential items, and prescriptions on behalf of the client. Must deliver items to the client's residence, review the purchases, the total cost and put the items away if requested. Adhere to and continually improve processes and procedures for effective and productive operations. The successful candidate must be mission-driven, organized, able to work independently with self-initiative and part of a larger team.

Principal Responsibilities

These are examples of the type of work performed. Management reserves the right to add, modify, change, or rescind work assignments as needed.

- Ensure services are delivered according to program and are of the quality and quantity to produce desired outcomes
- Develop, maintain, and submit accurate and appropriate documentation on each client and the completed shopping trip
- Interact accurately and appropriately with client.
- Consult with Compliance Case Manager for guidance on unique client situations
- Prepare reports as needed, and respond to requests to validate or correct when needed to ensure appropriate output measures
- Shop for and deliver groceries, essential items, and prescription



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- Communicate in a positive, courteous, and professional manner using active listening with clients and their families, volunteers, coworkers, referral agencies, and the communities at large.

Knowledge, Abilities and Skills

High school diploma or GED equivalent is required for this position. Professional experience in an office environment is preferred. Experience working with volunteers and/or seniors is preferred.

Other Requirements: Valid driver's license, Level 2 Background Check

- Project and time management
- Interpersonal skills and effective work relations for performing role across, within and beyond SRA
- Quality customer service; role model for others
- Strong written and verbal communication skills, as well as organizational skills
- Professional representation of SRA and/or related agencies
- Must maintain client confidentiality
- Ability to multitask in a fast-paced environment
- Office and computer skills
- Computation and math
- Participate in SRA teams, committees, meetings, training, and special events

License / Certifications:

Good driving record

Valid FL DMV license and auto insurance

Education / Experience:

High school diploma or GED preferred

Food service experience a plus

Dislocated Worker Eligibility Requirements:

Individuals who qualify for disaster-relief employment must be certified through CareerSource Research Coast and include:

- People who are temporarily or permanently laid off due to emergency
- Dislocated workers
- Individuals who are unemployed six out of the last 13 weeks
- Self-employed individuals who become unemployed or underemployed due to the emergency

To Apply

Submit resume and cover letter detailing experience as it relates to the position. Include a statement about your interest and motivation for applying for this position to employment@sramail.org