



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
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To:	<ul style="list-style-type: none"> Interested Persons N. C. Dept. of Commerce – Workforce (ESC) Local YVEDDI Service Centers Surry Community College (Rachel Hiatt) hiattr@surry.edu
From:	Lisa Money, Senior Enrichment Services Director
Date:	March 21, 2016
Re:	JOB VACANCY
Position Title:	OAA Field Agent
Location Address:	YVEDDI District Office 533 N. Carolina Avenue, Hwy. 601 N. Boonville, N.C. 27011
Work Schedule:	Generally Monday through Friday, 9:00 AM until 1:00 PM
Wage Range:	\$9.60 - \$\$14.42
Starting Date:	April 4, 2016
Job Objective:	<p>Management of Congregate Nutrition Site and activities, coordinate Home Delivered Meals Project; maintain center enrollment; order and receive meals; maintain records and reports for Nutrition Site activities and services. Conduct in-home assessments of homebound clients.</p> <p>Must be able to read and write. Must have access to personal vehicle for work use (i.e. delivery of Home Bound Meals if volunteer not available). Able to work positively and cooperatively with senior adults and supportive services and supervisor. Must be able to maintain files, policies and procedures and work well with other staff. Must be able to meet standards of sanitation including mopping, cleaning and/or moving tables, cleaning kitchen area and equipment and other duties as assigned.</p>
Education Requirements:	High School Diploma, GED
Close Out Date	Until filled
Contact:	<p>Senior Enrichment Director, Lisa Money lmoney@yveddi.com HR Manager, Teresa Dover t dover@yveddi.com</p> <p>Employment Application available for download at www.yveddi.com</p>

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