



EMPLOYMENT OPPORTUNITY

Meals On Wheels Coordinator

KSCS is looking for a highly skilled & experienced individual to provide direction, leadership, and guidance, assisting the organization in developing specialized services for the Meals On Wheels (MOW) program of KSCS.

Under the supervision of the Manager of Home & Community Care Services (HCCS), the Meals On Wheels (MOW) Coordinator provides a range of specialized services including program development, program implementation and program evaluation for the MOW program of KSCS.

Required Education & Experience:

- D.E.C. in Social Sciences or Community Services or related field – with one (1) to three (3) years' experience.
- High School Diploma with six (6) to ten (10) years of related work experience.
- Strong knowledge of food handling.
- Strong knowledge of KSCS policies, plans, procedures, services operations and populations served.
- Strong organizational skills.

Status: Indefinite term contract, with a six (6)-month probationary period.

Salary: Starting at \$33.68/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-8464 for more info.

Deadline to apply: Friday, February 13th, 2026, at 4:00 p.m.

Please Note That Preference Will Be Given To First Nations Applicants.

GENERAL INFORMATION	
Code: Job Title: Department: Date of job description: Date of revision: Job reports to:	Meals On Wheels Coordinator Home & Community Care Services December 2024 January 2026 Manager, Home & Community Care Services

JOB DESCRIPTION SUMMARY
<p>Under the supervision of the Manager of Home & Community Care Services (HCCS), the Meals On Wheels (MOW) Coordinator provides a range of specialized services including program development, program implementation and program evaluation for the MOW Program of KSCS.</p> <p>The MOW Coordinator is responsible for the effective coordination and management of MOW services. This role requires a compassionate and empathetic approach to ensure that all interactions with clients, volunteers, and community partners are supportive and respectful. The MOW Coordinator will oversee daily operations, foster a safe and welcoming environment, and promote the dignity of individuals who are accessing food assistance.</p> <p>Decisions are based on significant analysis and interpretation. Modifies methods, techniques and procedures to achieve desired results. Has full autonomy to deliver predefined accountabilities.</p>

CORE RESPONSIBILITIES & DUTIES	
Core Responsibilities	Duties
Program Development	<ul style="list-style-type: none">➤ Leads the planning, implementation, and evaluation of the MOW service program, prioritizing a trauma-informed approach that recognizes and responds to the diverse needs of clients.➤ Coordinates the procurement, storage, and distribution of food items, ensuring compliance with health and safety standards while maintaining a welcoming atmosphere.➤ Monitors inventory and logistics to ensure timely and effective delivery of services, while being mindful of the experiences of those we serve.➤ Builds and maintains relationships with local food banks, grocery stores, and community organizations to enhance resources and support for clients.➤ Engages with community partners to identify additional services and resources that may benefit clients, promoting holistic support and access.➤ Implements quality control measures to ensure the safety and quality of food distributed through the program.
Project Management and Service Delivery Integration	<ul style="list-style-type: none">➤ Creates and maintains an operating schedule of the MOW service.➤ Presents modifications to schedule to the HCCS Manager for approval.➤ Determines budgetary requirements for the program and presents to the HCCS Manager for review and approval.➤ Determines feasible time frames based on allocated resources.➤ Projects reporting (status & final reports).➤ Follows-up (conducts any close up/next steps activities as needed).
Client-Centered Support	<ul style="list-style-type: none">➤ Serves as the primary point of contact for clients receiving MOW services, providing a supportive and understanding environment for all interactions.➤ Conducts needs assessments with sensitivity, recognizing the potential impact of trauma on clients’ experiences and preferences.➤ Provides information & resources to clients as appropriate related to nutrition, cooking, and healthy eating, ensuring that content is accessible and relevant to the community.
Reporting	<ul style="list-style-type: none">➤ Prepares and provides status reports to the Manager using the master schedule and work plan as developed.➤ Prepares quarterly and annual reporting with regards to MOW activities.➤ Outlines and documents the requirements for each of the stages of the work plan for MOW Services.
Evaluation of Program Development and Implementation	<ul style="list-style-type: none">➤ Tracks statistics and provide updates to Manager as required.➤ Determines any interventions that are needed to improve services and to mitigate any obstacles.➤ Ensures MOW eligibility criteria are applied fairly and consistently.➤ Assesses requirements and design mechanisms to meet needs within the operations & management of current services.
Performs other job-related duties as assigned, approaching each task with flexibility, clarity, and a supportive attitude.	

COMMUNICATIONS	
Teamwork	➤ Frequently requires collaboration and cooperation to complete work or projects, fostering a supportive and inclusive environment where all perspectives are valued, and contributions are respected.
Advising	➤ Frequently provides information in a clear, compassionate manner, ensuring it is understood and can be explained in a way that is accessible and supportive for all individuals.
Training	➤ Occasionally responsible for providing training or sharing information with stakeholders or clients, ensuring the approach is empathetic, clear, and supportive.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flex required.
Stress Factor:	Moderate stress with some periods of high stress.
Deadlines:	Some tight deadlines (unplanned).

ACCOUNTABILITY	
<ul style="list-style-type: none">➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives;➤ To complete projects assigned in compliance with best practices and industry trends;➤ To provide guidance and support to employees ad hoc to ensure performance targets are met.➤ To oversee the accurate and efficient management of training data.➤ To provide accurate and timely compensation data to KSCS management.	

QUALIFICATIONS	
Education and Experience required	<ul style="list-style-type: none">➤ D.E.C. in Social Science or Community Services or related field with one (1) to three (3) years’ experience.Or➤ High School Diploma with six (6) to ten (10) years’ experience.
Skills & Requirements	<ul style="list-style-type: none">➤ Strong knowledge of food handling➤ Strong knowledge of the community.➤ Strong knowledge of KSCS policies, plans, procedures, services, operations and populations served.➤ Strong communication skills.➤ Strong organizational skills.➤ Ability to organize projects using a Haudenosaunee approach.➤ Strong project management knowledge & skills.➤ Strong interpersonal skills.➤ Effective change management skills.➤ Effective problem solving and analytical skills, communication skills.➤ Strong computer skills (Word, Outlook, Excel, Database).➤ Able to work flexible hours when required.➤ A valid driver’s license and access to a vehicle is a requirement as some travel is required.➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none">➤ Knowledge of Kanien’keha.

Immediate Supervisor

Incumbent

Date