

Mental Health Association in Orange County, Inc.



NEW POSITION

HUDSON HOUSE COORDINATOR JOB POSTING

- I. Title:** Hudson House Coordinator
- II. Reports to:** Community Programs Manager
- III. Job Objectives:**
- Work as integrated team member at HH in all functions of the HH programs.
- Transport Hudson House members and assist with Hudson House Program activities.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange standards.
- IV. Qualifications:**
- High School Diploma or equivalent with 1 year of relevant experience with commercial meal preparation.
 - Ability to work with individuals with a diagnosed mental illness.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Excellent understanding of food handling procedures.
 - Ability to work independently with minimal direct supervision.
 - Effective written and oral communication skills.
 - Proficient in mathematical skills.
 - Proficiency with MS Office suite (Word and Excel).
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Ability to stand for extended periods of time.

- Ability to lift food items and supplies weighing up to 40 lbs. pounds.
- Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- Full COVID vaccination preferred.

V. Hudson House Responsibilities:

- Responsible for the CACFP Program and Hudson Valley Food Bank programs including:
 - Follow regulations for Food programs as provided by the Department of Health.
 - Attend necessary food related in-services and trainings.
 - Plan menus in advance.
 - Plan, Prepare, or coordinate pick up of all meals for Hudson House members.
 - Maintain daily food records of meals served.
 - Submit monthly food pantry and on-site meal stats to the Community Programs Manager monthly.
 - Coordinate food service establishment inspections with the Orange County Department of Health.
 - Submit receipts to MHA's Accounting department.
 - Maintain clean and safe kitchen environment.
 - Order food from vendor or Hudson Valley Food Bank in a cost-effective manner.
 - Supervise food orders by ensuring expiration dates are placed on necessary food items.
 - Store food items appropriately, using a "first purchased, first to be used" system; ensuring that new food items purchased are placed behind previously purchased items.
 - Maintain an organized kitchen and ensure proper storage of food.
 - Ensure full participation of HH members in menu planning.
 - Complete meal counts and food production log after each meal.
- Actively promote and facilitate program participant's wellness and recovery.

- Complete all required program paperwork in an accurate, thorough, and timely manner.
- Transport members by driving agency vehicle to include a 12-passenger van.
- Transport Hudson House Program members safely from individual residences or predefined community pickup locations to Hudson House.
- Assists with program needs – Groups, social activities, preparing/serving meals at Hudson House.
- Develop and follow the most efficient and convenient transportation routes.
- Assists with maintenance of vehicles including snow removal and light shoveling.
- Support Hudson House education and travel activity groups.

VI. Other Duties:

- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Non-Exempt
- 40 (forty hours) per week
- Paid holidays, vacation, personal and sick leave according to MHA policy

**Please send letter of intent and resume to:
 Human Resources
 Mental Health Association in Orange Co. Inc.
 73 James P. Kelly Way
 Middletown, NY 10940
 or fax to (845) 343-9665 or email
 mharecruiting@mhaorangeny.com**