



Job Title: Mobile Meals of Toledo Office Volunteer
Also known as (AKA): Community Health Worker Intern, Social Worker Intern, or Clinical Intern

Organization: Mobile Meals of Toledo

Location: 2200 Jefferson Ave., Toledo OH 43604

Shift time: Varies; offering shifts from 2 hours – 8 hours

Days of the week available: Monday – Friday shifts available

Time commitment: As there is training for this role, MMoT would ideally like a volunteer or intern to pledge at least 8 weeks of volunteer support for the agency.

Summary: As a MMoT Office volunteer or Intern you will be a bridge to connect services of Mobile Meals to our medically homebound neighbors. This work focuses on outreach, and advocacy to connect vulnerable members of our community with our home-delivered meal services. This may also, include connecting community members and clients with information and referrals.

Responsibilities with support from Mobile Meals of Toledo staff:

- Assisting with client calls ranging from service inquiry, no shows, clients on Long Hold
- Supporting client intakes for Medical Mutual, and Area Office on Aging services
- Providing friendly conversation and companionship to seniors during calls
- Connecting clients with relevant community resources such as food banks, housing assistance, and social services programs
- Assisting with filing paperwork and sending out letters to clients when needed
- Supporting advocacy visits to apartment complexes for services of the agency
- Supporting the planning of our agencies bi-annual community beautification projects for the City of Toledo
- Special projects as assigned, such as creating and administering quarterly client surveys, client interviews, and pet food distribution
- Attending agency meetings (as needed)

Qualifications:

- Must be at least 18 years old
- Patient and compassionate
- Reliable and dependable
- Ability to work independently and as a part of a team
- Ability to build trust and rapport
- Comfortable speaking on the phone for extended period of time
- Proficient in data entry and basic computer skills, with knowledge of Microsoft office tools

Ethical considerations:

Adherence to confidentiality and privacy guidelines when working with clients.

Benefits:

- Volunteer hours are eligible for internships and volunteer hours for school and community service
- Make a difference in the lives of others
- Gain valuable volunteer experience
- Meet new people
- Learn about the challenges of hunger and food insecurity
- Have the opportunity to make a positive impact on your community

Continued

To Apply: Email us at info@mobilemeals.org or contact Alison Foreman at 419-482-1266 for more information or to sign up. You may also fill out a volunteer interest form online at mobilemeals.org/contact-volunteering.

Additional Information:

- We are looking for volunteers who are available to volunteer on a regular basis, but we are also open to volunteers who are only able to volunteer occasionally.
- We offer flexible scheduling options to accommodate your needs.
- We provide all of the necessary training and supplies for volunteers.

We hope to hear from you soon!