



Job Description

Job Title: CalFresh Outreach Coordinator
Reports To: Programs Supervisor
FLSA Status: Non-Exempt
Position Type: Temporary Full-Time
Job Length: October 1, 2018 to October 31, 2019

Prepared By: HR Manager
Approved By: President/CEO
Approval Date: 8/29/2018

POSITION SUMMARY

The CalFresh Outreach Coordinator is responsible for Central California Food Bank's food stamp outreach program. The CalFresh Outreach Coordinator is responsible for ensuring the organization's success in the areas of responsibility outlined below.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer CalFresh Program per Program Requirements

- a. Assist in the development and implementation of an outreach model using agency partner pantries and other community based organizations to offer enrollment in underserved/under reached areas.
- b. Develop a concise and educational presentation as a resource in outreach situations.
- c. Utilizing available information, work with clients to increase knowledge and use of CalFresh program.
- d. Screen applicants to determine preliminary eligibility.
- e. Work with county offices to expedite applications and decrease obstacles.
- f. Identify opportunities to speak to groups of potential clients.
- g. Complete all required external and internal program reporting.

2. Participate in Strategic Planning for the Central California Food Bank

- a. Represent and advocate for the organization in the community.
- b. Attend staff meetings.
- c. Adhere to Feeding America and Central California Food Bank regulations and guidelines.
- d. Assist with other agency departments and activities as needed (e.g. events).

3. Provide Excellent Communication and Service to all Internal and External Partners

- a. Represent excellent customer service, timely responses, be knowledgeable and provide accurate information about Central California Food Bank and its programming.
- b. Provide information and referrals for individuals in need of assistance who call or come to Central California Food Bank to address their needs.
- c. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

1. Demonstrated ability to speak, read, and write fluent English and Spanish required.
2. Demonstrated experience communicating orally and in writing. Experience writing clear, concise letters or e-mail messages with accurate spelling, punctuation, and grammar. Strong interpersonal, public speaking and presentation skills.
3. Demonstrated ability to problem solve, analyze data, make good decisions, attend to details and manage projects.
4. Ability to adapt to a quickly changing business environment including learning and applying training and knowledge.
5. Highly organized and able to multitask and understand priorities.
6. Strong computer skills and experience with Microsoft Office.
7. Ability and means to travel extensively to various sites and meet with clients throughout work week.
8. Must be insurable by Central California Food Bank company auto insurance provider.
9. Must possess a valid California Driver's License, good driving record, and proof of auto insurance on vehicle used.
10. Minimum two (2) years of experience working in the social service sector or customer service field.
11. High school diploma or GED.
12. Bachelor's degree in social work or related field preferred, but not required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at will employer. This means that employment can be terminated at will by the company or employee and such termination can be made with or without notice.

Central California Food Bank is an Equal Opportunity Employer.

Central California Food Bank is a proud member of Feeding America.