

## **POSITION TITLE: Health Promotions Coordinator**

### **I. JOB SUMMARY**

This position is required to have a clear understanding and connection to the health and wellness needs of the food insecure clients and communities served by BVFB in order to stay forward thinking about what services to provide and ensure they are provided in a measurable and effective way. This position will be responsible for developing, implementing, and overseeing new work that focuses on food insecurity screenings in health settings (and connecting those identified with immediate and long-term food security solutions), developing new partnerships and enhancing existing efforts to increase access to fresh produce for food insecure/chronic illness populations, and overseeing nutrition education/healthy lifestyle outreach to at-risk populations.

The Health Promotions Coordinator will contribute to the Brazos Valley Food Bank's work in building food security through expanding food access, collaborating to benefit clients and catalyzing health promotion.

### **II. ESSENTIAL FUNCTIONS**

#### **Key Result Area #1 –Project Planning**

- Develop and execute community and client needs assessments, and provide ongoing analysis of available data sets to determine program activities across Brazos Valley Food Bank's service area
- Stay abreast of research, issues and model programs related to hunger and health to make recommendations to develop, create and execute new programs, and improve existing programs to address the health and wellness needs of clients
- Work towards increasing the capacity of our existing health partner sites to be more effective in their hunger relief efforts with a special emphasis on health and wellness
- Ensure goals relating to Health Promotion support the accomplishment of BVFB's mission

#### **Key Result Area #2 – Relationship Building**

- Attend and actively participate in relevant/applicable Community Meetings to identify potential partners
- Develop collaborative partnerships with community organizations and resources that will help provide low-income people that have diet-related illnesses with access to healthy food in combination with receiving typical health services
  - Develop relationships with navigators and/or case management service providers
  - Facilitate introductions between health sites and navigators and/or case management service providers
- Notes potential connections and opportunities in existing and new relationships and explores with applicable BVFB staff
- Build and maintain relationships with healthcare organizations in order to identify areas where health and hunger overlap and collaborative work can be explored

- Develop plans and tools for educating health professionals on food insecurity and how to implement food insecurity screenings
- Provide training to health professionals at agreed upon sites
- Implement signed Memorandums of Agreement (MOAs) for partners, defining roles and expectations of each partner
  - Implement signed Memorandums of Agreement (MOAs) for health sites, defining role of site vs role of BVFB
  - Implement signed MOAs between health and case management/navigators sites, defining roles of each and outlining reporting and evaluation requirements

### **Key Result Area #3 – Project Management**

- Participate in the development, execution and creation of Health Promotion programs/efforts to address the health and wellness needs of clients
- Develop overarching goals and objectives for Health Promotion efforts, including project plans and timelines keeping departmental and organizational vision in mind
- Develop work plans with metrics for data-based future decision making/program changes and accountability:
- Translates technical information to accessible, usable policies, procedures and talking points
  - Develop training to be provided to health professionals at agreed upon sites
  - With established partner sites, develop information and referral processes (passive and active) for those identified as food insecure to get immediate, as well as long-term assistance for their food insecurity and other related needs
  - Provide ongoing monitoring of developed interventions
- Oversee overall compliance and effectiveness of the Brazos Valley Food Bank (BVFB)'s Nutrition Education Program, in conjunction with the Nutrition Education Program Coordinator
  - Familiarize self with contract requirements
  - Familiarize self with current program, curricula, partners and outcomes
  - Provide direct supervision and coaching, as well as determine training needs of the Nutrition Education Program Coordinator

### **Key Result Area #4 – Evaluation and Analysis**

- Develop and implement strong evaluation plans with each health partner to measure the impact food has on improving health and wellness, including analysis of collected qualitative and quantitative data and development of required reports
  - Research and adopt various evaluation methods to measure short and long term outcomes
  - Work with health care advisors to evaluate measurable changes in health outcomes based on Health Promotion programming
- With Nutrition Education Program Coordinator, enhance process and outcome evaluation processes in place

### **Key Result Area #5 – Written Communication and Document Development**

- Creates trainings, tools, documents and reports for feeding partners related to Health Promotion programming
- Writing of, editing and publication of handouts that can be used by screeners to connect food insecure screened with needed resources (leave-behinds)
- Develop and distribute culturally sensitive outreach materials related to Health Promotion and incorporate them into multiple formats, potentially including web sites
- Develop Memorandums of Agreement (MOAs) for partners, defining roles and expectations of each partner, including reporting and evaluation requirements
  - health sites
  - case management/navigators partners
- Provides written information and data for grant proposals and potential funders, when requested

### **Key Result Area #6 – Teamwork**

- Find ways for Food Insecurity Screen & Intervene and Nutrition Education Program to collaborate
- Work with Health Promotion effort partners, and Nutrition Education team to capture video, testimonials and stories, with written permission, to bring evaluations and impact of program alive
- Determine collaboration opportunities available across all BVFB Programs and Partners
- Work collaboratively with BVFB staff, and participate in interdepartmental work groups to find processes that work well for all, with work plans
- Attend monthly Program Meetings as scheduled by the Programs Manager
- Attend quarterly staff meetings as scheduled by the Executive Director
- Discuss all urgent concerns with Programs Manager immediately
- Perform additional duties as assigned
- Uphold and model the Brazos Valley Food Bank’s mission and values

### **III. MINIMUM QUALIFICATIONS**

#### **A. Education, Experience, and Training**

- Bachelor’s degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA), with major course work in Nutrition, public health or community health
- Nutritionist or Registered Dietitian preferred

#### **B. Knowledge and Skills**

- Belief that food can be medicine
- Knowledge of hunger and poverty issues, and community resources
- Understanding of federal entitlement programs and eligible populations
- Excellent written, oral, leadership, and interpersonal skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- High emotional intelligence

- Program management experience, including budget management responsibility (2 years)
- Program Development, implementation and evaluation experience (2 years)
- Understanding of differences in organizational cultures (i.e. nonprofit vs medical)
- Understanding of how Cultural Competency impacts program delivery
- Exhibits curiosity regarding model programs, policy, latest research, etc.
- Experience as a supervisor, demonstrating a coaching approach to supervision (2 years)
- Collaborative approach to partnership and compliance monitoring
- Meeting facilitation experience (including agenda setting and follow-up experience)
- Ability to work cooperatively under pressure with a diverse range of people and demonstrated ability to communicate tactfully with all members of society
- Ability to set priorities, identify goals, and plan effectively
- Good understanding of group dynamics, comfort and skill in a teaching and coaching environment
- Proficiency in Outlook, Word, PowerPoint, and Excel
- Bilingual in Spanish, preferred
- Ability to be flexible with working hours to meet the needs of partnerships and programs (includes evenings and weekends)
- Ability to be certified in First Aid and Food Handling
- Must be able to pass criminal background check
- Current driver's license and ability to use personal vehicle for BVFB business (mileage reimbursement for work travel)

#### **IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMODATION**

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry up to 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- Conditions may include working inside, working outside, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.

#### **TO APPLY:**

Interested candidates should send a cover letter and resume (or professional vitae) to:

Shannon Avila, Programs Coordinator

[shannona@bvfb.org](mailto:shannona@bvfb.org)

*Please, no calls or walk-in inquiries about your application. If we are interested in interviewing you, we will contact you.*

**BVFB is an Equal Opportunity Employer (EOE).**

### *About the Brazos Valley Food Bank*

The Brazos Valley Food Bank is a central distribution site that unites food donors, volunteers and hunger-relief agencies around the common goal of creating a hunger free Brazos Valley. As the hub of over 35 different partner agencies that feed the hungry throughout Brazos, Burleson, Grimes, Madison, Robertson and Washington Counties, the Brazos Valley Food Bank helps to supply millions of meals each year to tens of thousands of individuals in need. In addition to supplying food to partner agencies, the Brazos Valley Food Bank oversees Children's Backpack and Senior Bag Programs, School-Based and Mobile Food Pantries, Benefits Assistance and Nutrition Education, as well as Screen & Intervene and an anti-poverty Together We Grow program to better reach and assist those in need.