

POSITION TITLE: Individual Development Specialist

I. JOB SUMMARY

The objective of *Together We Grow* is to “shorten the food line” by empowering targeted individuals to set goals to being to change their lives from food insecure to food secure. The *Individual Development Specialist* will oversee the case management services of individuals who participate in Together We Grow by identifying and addressing barriers to household stability.

The Individual Development Specialist will contribute to the Brazos Valley Food Bank’s work of building a hunger-free Brazos Valley through minimizing barriers creatively, analyzing client needs, and collaborating to benefit clients.

II. ESSENTIAL FUNCTIONS

Key Result Area #1 – Direct Client Services

- Work closely with other community-based organizations to ensure individual and familial needs are addressed and met through referral and advocacy services
- With the Professional Development Specialist, conduct follow-up phone calls from referral forms received through the Brazos Valley Food Bank’s website.
- With the Professional Development Specialist, schedule and conduct intake interviews for individuals interested in participating in Together We Grow
- Provide one-on-one case management services – proactively meet with clients to assess barriers to household stability and develop mutually agreed-upon action-steps to address these barriers using Together We Grow’s case management processes
- Follow-up regularly with clients during the post-employment phase to identify and address any ongoing barriers to maintaining household stability
- Maintain clear communication around Together We Grow expectations and policies, including utilizing best practices when holding individual clients accountable
- Maintain client confidentiality

Key Result Area #2 – Relationship Building

- Attend community-based meetings to promote Together We Grow as assigned by the Program Coordinator
- Attend food distribution sites to promote Together We Grow with individual clients as assigned by the Program Coordinator
- Notes potential connections and opportunities in existing and new relationships that will promote Together We Grow outreach efforts in collaboration with the Program Coordinator
- Maintain and build relationships with Brazos County social service providers to increase inter-agency collaboration with the Program Coordinator

Key Result Area #3 – Training and Development

- Work closely with other community-based organizations to provide and coordinate in-house trainings and services as needed
- Conduct and coordinate trainings as needed using the Together We Grow training curriculum

- With the Professional Development Specialist and Program Coordinator, identify/create/facilitate training content that promotes household stability
- Attend professional development trainings as directed by the Program Coordinator
- Proactively research best practices in client-facing case management services

Key Result Area #4 – Evaluation and Analysis

- Administer program evaluations and assessments and track collected data to ensure program objectives are met
- Complete monthly data tracking reports by the first Friday of the following month
- Complete all paper and electronic documentation of services provided in a timely manner
- Complete weekly staff-activity reports

Key Result Area #5 – Written Communication and Document Development

- Maintain all client records – store files properly to ensure client confidentiality and track client progress using designated software
- Ensure client records are free from error and interactions are documented professionally and objectively
- With the Program Coordinator, work to improve client interventions by studying, evaluating, and drafting new processes
- Provide written information and data for grant proposals and potential funders, when requested by the Program Coordinator

Key Result Area #6 - Teamwork

- Maintain positive relations with Community Garden and Together We Grow volunteers, interns, and community resource and referral organizations
- Attend quarterly staff meetings as scheduled by the Executive Director
- Attend Together We Grow team meetings as scheduled by the Program Coordinator
- Participate in the staffing of individual client cases through collaboration with the Professional Development Specialist

Other

- Uphold and model the Brazos Valley Food Bank’s mission and values
- Discuss all urgent client-related concerns with Program Coordinator
- Perform additional duties as assigned

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- Bachelor’s degree for a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA), with major course work in Social Sciences, Sociology, Psychology, or a related field and/or relevant work experience in training, social work, case management, casework, or related field.
- One-year training experience or two years of direct service experience working with adults

B. Knowledge and Skills

- Bilingual in Spanish, preferred
- 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.
- Proficiency in Outlook, Word, PowerPoint, and Excel
- Knowledge of hunger and poverty issues
- Knowledge of community resources and ability to use them effectively for clients
- 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 coaching environment, and ability to handle supervision professionally
- Ability to work in stressful situations and under program timelines
- Ability to be flexible with working hours to meet the needs of clients (includes evenings and weekends)
- Ability to work effectively with other Food Bank staff and volunteers
- 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:

Alaina Jalufka, Together We Grow Program Coordinator

alainaj@bvfb.org

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

Deadline to email required documents is March 30th. BVFB is an Equal Opportunity Employer (EOE).

About the Brazos Valley Food Bank

The Brazos Valley Food Bank, a local nonprofit organization in Bryan, is a central distribution site that unites food donors, volunteers, and hunger-relief agencies. As the hub of over 36 different agencies that feed the hungry throughout Brazos, Burleson, Grimes, Madison, Robertson, and Washington counties, the Brazos Valley Food Bank is on target to distribute over 6 million pounds of food by this year to over 50,000 different individuals in need. In addition to supplying food to partner agencies, the Food Bank oversees Children's BackPack, Senior Bags, Family Box, Nutrition Education, and Social Service Outreach programs, as well as oversees Mobile Food and School-Based Food Pantries to reach those in need.