

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 stable employment.

II. ESSENTIAL FUNCTIONS

- Work closely with other community-based organizations to ensure individual and familial needs are addressed and met
- Work closely with other community-based organizations to provide and coordinate in-house trainings and services as needed
- Provide one-on-one case management services – meet with clients to assess and address barriers to securing and maintaining stable employment
- Conduct and coordinate trainings as needed using the *Together We Grow* training curriculum
- Administer program evaluations and assessments and track collected data to ensure program objectives are met
- Maintain positive relations with Community Garden and *Together We Grow* volunteers, interns, and community resource and referral organizations
- 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 intake interviews for individuals interested in participating in *Together We Grow*
- With the Professional Development Specialist, conduct intake interviews with individuals interested in participating in *Together We Grow*
- Maintain all client records – store files properly to ensure client confidentiality and track client progress using designated software
- Follow-up regularly with clients during the post-job placement phase to identify and address any ongoing barriers to maintaining employment
- Maintain client confidentiality
- Discuss all urgent client related concerns with Program Coordinator and/or Programs Managers immediately
- Keep daily timesheet
- Attend monthly program meetings as scheduled by the Programs Manager
- Attend monthly staff meetings as scheduled by the Executive Director
- 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 April 30, 2017. 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.