

Community Health & Wellness Coordinator

I. JOB SUMMARY

The Community Wellness Coordinator assists in planning, development, implementation and monitoring of community total wellbeing initiatives. Develops programs that create awareness, motivation and provides tools to the community that help them adapt and maintain a well-rounded healthy lifestyle. Programs include however not limited too; Adopt-A-Family, HER Initiative, Drive Through Emergency Program (DTEP), and Mobile Distributions.

II. ESSENTIAL FUNCTIONS

- Develop, coordinate, manage, and maintain total wellbeing programming to reduce health risk, medical costs and encourage healthy lifestyles.
- Keep abreast of current national wellness and wellbeing initiatives and activities, developing a network of resources and contacts to use as appropriate.
- Assist Community Garden Manager in recruiting potential eligible families and/or individuals that would benefit from the program with assistance from local primary care physicians or other medical facilities.
- Assist in educating those recruited families and/or individuals in all aspects of gardening and healthy living
- Educate and/or collaborate with the Nutrition Manager to incorporate the Healthy Living Program
- Teaches basic nutrition, food budgeting, and physical activity to groups of low-income families with young children linked to SNAP.
- Provide community outreach to partner agencies, schools, community centers, libraries and organizations in targeted areas to motivate participants to develop healthier eating habits for their families.
- Assists Community Garden Manager and Nutrition Education Manager in collecting information to evaluate the overall effectiveness of program.
- Maintains professional and technical knowledge by attending training and workshops with Community Garden Manager.
- Implement wellbeing related activities. Examples include: health screenings, lunch and learn seminars, bloodmobile, flu-shots, fitness classes, etc.
- Coordinate educational seminars on high risk targeted topics (visibilities, lunch & learns, guest speakers)
- Conduct onsite group educational classes (smoking cessation, diabetes, asthma, weight management).
- Represent the Food Bank RGV during weekly Pharrmers Market, expos, health fairs, etc.
- Contributes to team effort by accomplishing related results as needed.
- Performs additional duties as assigned by the Senior Manager of Health and Social Services and the Chief Operations Officer

III. MINIMUM QUALIFICATIONS

1. Honesty, integrity and commitment to fighting hunger in the Rio Grande Valley.
2. Must have clear understanding of and ability to articulate the mission of FBRGV.
3. College degree preferred or at least 5 years career experience in pertinent fields.
4. Personal experience in community service and an understanding of the role volunteerism
5. Ability to train others in various procedures
6. Ability to politely be firm and decisive. Good judgment and discretion
7. Ability to work cooperatively with other staff, volunteers, and agency personnel
8. Ability to manage time efficiently and to work independently with minimum supervision
9. Knowledge of correct way to lift heavy items and physical ability to do so
10. Orientation to detail, accuracy and the meeting of deadlines
11. Ability to present a professional demeanor under a variety of conditions
12. Possession of current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment.
13. Must be bilingual. (English and Spanish)

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

1. 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 under 50 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
2. Conditions may include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
3. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, automobile, forklift, electric and manual pallet jack.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

The Food Bank of the Rio Grande Valley, Inc. is an equal opportunity/affirmative action employer committed to cultural diversity in the workforce.

You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Bank of the Rio Grande Valley, Inc. has the right to revise this job description at any time. The job description is not a contract for employment.