

FOOD BANK OF THE SOUTHERN TIER
POSITION DESCRIPTION

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| POSITION TITLE: | Health & Nutrition Programs Manager | STATUS: | Non-Exempt |
| DEPARTMENT: | Health & Nutrition | W/C# / EEO#: | 8810 / 2 |
| POSITION LEVEL: | Professional | GRADE LEVEL: | 305 |

PRIMARY FUNCTIONS:

The Health & Nutrition Programs Manager applies a public health lens to the Food Bank of the Southern Tier's efforts to alleviate food insecurity, helping position the Food Bank as a leader in promoting health among vulnerable populations. Recognizing food as a social determinant of health, the Health & Nutrition Programs Manager helps ensure that Food Bank programs, such as Mobile Food Pantry and the BackPack Program, have a strong health and nutrition focus. This position collaborates with FBST staff and community partners to increase access to safe and nutritious food for food-insecure households; deliver nutrition and food safety education to network partners, and manage initiatives, including healthcare partnerships that support healthy eating. Expected travel will be 40% or about two days a week. The Health & Nutrition Programs Manager is also responsible for fulfilling nutrition resource management (NRM) responsibilities for the Food Bank's contract with the NYS Department of Health, Hunger Prevention and Nutrition Assistance Program (HPNAP), in addition to managing tasks related to the Food Bank's Just Say Yes to Fruits & Vegetables (JSY) contract.

SPECIFIC DUTIES:

1. **Public Health Perspective.** Provides an assertive public health perspective that informs and directs Food Bank programs, including Mobile Food Pantry, BackPack, and Kids Farmers Markets. Provides guidance on procuring nutritious foods by the Food Bank and participates in Food Acquisition Team meetings.
2. **Nutrition & Health Standards.** Actively participates in the development and communication of the Food Bank's nutrition policy and menu ranking project. Ensures food inventory is appropriately categorized according to the nutrition ranking system. Works with Community Impact Department to ensure agencies meet the NYS Department of Health HPNAP Minimum Nutrition Standards.
3. **Health & Food Security Education.** Educates the Food Bank, network partners, and general public on the social determinants of health, the link between hunger and health, and the positive impact of access to nutritious foods on well-being.
4. **Nutrition Education.** Facilitates nutrition education workshops for agency personnel, Food Bank staff, and agency clients. Develops and disseminates nutrition resources (e.g., recipes) and regular nutrition and health-related communication to agencies.
5. **Collaboration with JSY.** Partners with JSY nutritionists to create, implement, and evaluate the JSY Healthy Pantry Initiative (HPI) at food pantries.
6. **Food Safety Education.** Develops, conducts, evaluates, and documents food safety trainings for partner agencies. Provides technical assistance to agencies on practices related to food quality, safety, and sanitation. Ensures food safety supplies are available to partner agencies.
7. **Communication & Learning Resource Development.** Works with the Development & Community Engagement Department to communicate key public health concepts to the media, especially those related to food-insecure households. Collaborates to create eye-catching and effective learning resources with Food Bank branding.
8. **Project Development & Management.** Explores and oversees innovative projects, such as healthcare partnerships with community organizations that increase access to healthy food, nutrition education, health screenings, and other benefits to food-insecure households, especially those that are most vulnerable such as seniors, rural households, people with underlying health conditions, people of color, the disabled and veterans.
9. **Data Management & Evaluation.** Collaborates with Community Impact Manager on project data collection and evaluation to inform communication, education, and project development.
10. **Planning.** Works with the Director of Health and Nutrition to establish the department's annual workplan goals and strategic plan.
11. **Community of Practice.** Participates in local, state, and national learning groups focused on health and food security, including Feeding America initiatives.
12. **Food Bank Wellness.** Organizes and supports internal Food Bank wellness projects.
13. **HPNAP Project Management.** Participates in conference calls and meetings with statewide Nutrition Resource Manager (NRM) staff from other Food Banks and HPNAP Contract Manager. Completes all relevant HPNAP reports. Oversees the HPNAP Seed Grant Project.
14. **Additional Responsibilities.** Other duties as assigned.

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TITLE OF DIRECT SUPERVISOR: Director of Health & Nutrition

STANDARD WORK SCHEDULE: 8:00 am to 4:00 pm Monday thru Friday

WORKSITE: 388 Upper Oakwood Ave., Elmira, NY 14903

WORK FROM HOME: Eligible with supervisor approval

- QUALIFICATIONS:**
- Bachelor's degree in community nutrition, public health, health education, or equivalent combination of education and/or experience.
 - RD/CDN (Commission of Dietetic Registration) or at least 2 years of professional, community nutrition-related work experience.
 - Ability to travel throughout our six-county service area. Expected travel will average 40% or about two days a week.

ADDITIONAL REQUIREMENTS:

- ServSafe Food Protection Manager Certification or equivalent; or willingness to receive certification
- Integrity and Trust
- Ability to multi-task
- Takes initiative to identify and propose remedies to problems
- Strong organizational, critical thinking, and interpersonal skills
- Attention to detail with a focus on error-free work
- Possess excellent verbal and written communication skills
- Proficiency and experience with PC's and Microsoft applications
- Commitment to the health and well-being of people served by the Food Bank's network
- Ability to analyze and interpret data and to handle problem resolution
- Able to maintain absolute confidentiality regarding written and verbal information
- Demonstrate ethical business practices in conformance with all state and federal laws and regulations.
- Willingness to foster agency, department, and program-wide cooperation and teamwork through the use of positive/constructive communication techniques
- Commitment to serving vulnerable populations and ending hunger in the Southern Tier
- Possession of a valid Drivers' license and a driver's record considered acceptable by agency and insurance carrier.
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance
- Adheres to all applicable federal and state laws and regulations, including but not limited to those governing confidentiality, privacy, program, billing, and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle
- Stand, sit, walk, bend, stoop, kneel, and reach
- Climb up or down stairs
- Able to reach above or below shoulders
- Occasionally lift or move objects weighing up to 10 lbs.
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions
- Be able to read, write, and interpret written documents

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Acceptance of the Food Bank of the Southern Tier's

- Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier
- Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society
- Organizational Values: Have Integrity, Be Brave, Share Your Strength, Respect Relationships and Honor the Mission

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Print Name