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| <b>POSITION:</b>   | <b>Health and Nutrition Program Director</b> | <b>December 20, 2018</b> |
| <b>REPORTS TO:</b> | <b>Strategic Program Officer</b>             |                          |
| <b>STATUS:</b>     | <b>Exempt</b>                                |                          |
| <b>START DATE:</b> | <b>January 2019</b>                          |                          |

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All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last 5 years we have grown to be a convener for health care, human services and social service organizations to help build a healthy future for our next-door neighbors, who experience hunger.

**General Function:**

This **Health and Nutrition Program Director** is responsible for developing and overseeing the various health initiatives of All Faiths Food Bank as part of its effort to provide healthy solutions to end hunger across Sarasota and DeSoto Counties. This position will build the Food Bank's capacity to provide nutrition education and programming, and will help us develop partnerships with healthcare providers to improve health outcomes for low-income, food insecure clients living with chronic diseases.

**Duties and Responsibilities:**

- Perform all functions and activities within the guidelines and philosophy set forth in AFFB's Strategic Plan, policies, mission and vision.
- Research, recommend and implement AFFB's health and nutrition programs.
- Direct all activities and programs that fall under the auspices of health and nutrition programs, including personnel, data collection program issues to insure quality of programming.
- Recruit, hire and provide orientation and support of assigned programs staff, interns, and volunteers.
- Develops goals, objectives and work plans for assigned health and nutrition programs. Monitor program progress to ensure goal completion within the designated program period.
- Write narrative reports and perform program data analysis as needed. Monitor, guide, and implement strategic plan and performance outcomes of assigned programs to ensure program compliance.
- Represents AFFB at community coalition meetings and conferences related to community health, as needed. On the national level, collaborate and support Feeding America's health and hunger work.
- For assigned programs, assure compliance with food safety requirements, quality standards, state and federal laws, policies, contracts and agreements.
- Other duties as assigned.

***Specific Responsibilities***

- **Oversee design and implementation of Pediatric Food Insecurity Program.**
  - Support local healthcare organizations with information and training on the relationship between health and food insecurity, food insecurity screening, and food access interventions.
  - Train, supervise and support at least one Food Assistance Navigator.

- Develop formal agreements with health care facilities such as hospitals, clinics, and federally qualified health centers to implement pediatric food insecurity screening and referral programs; serve as the lead for the AFFB in assessing the connection between client health outcomes and nutrition and how AFFB can best assist clients in obtaining nutritious food.
- Work with healthcare organizations to develop and monitor tailored food insecurity screening and intervention programs based on the unique needs, assets and infrastructure of each organization/partnership to include referral, following up and reporting protocols.
- Provide on-going training and technical assistance to health care partners.
- Design, develop and maintain all necessary monthly and quarterly case management reports, utilizing Link2Feed to ensure all goals and objectives are met.
- **Oversee Nutrition Education Programs.**
  - Train, supervise and support at least one Nutrition Educator.
  - Monitor and evaluate AFFB nutrition education programming, adapt programs as needed and identify new partners and opportunities.
  - Ongoing monitoring of Federal Nutrition Policies (e.g., SNAP-Ed) to ensure barriers and/or opportunities are being communicated to the Strategic Program Officer.
  - Assisting Development Department to identify funding opportunities and ensure contract fulfillment, timely and accurate reporting, and compliance with grant guidelines.

#### **Knowledge, Skills and Abilities**

- Knowledge and understanding of health care systems (hospitals, private clinics, federally qualified health centers, electronic medical/health records, Accountable Care Organizations, Medicaid, community health programs and Federal Nutrition Programs).
- Must be well organized and able to effectively lead and manage a wide variety of tasks, programs, functions and personnel simultaneously.
- Requires knowledge of management techniques and administration, including planning and personnel management.
- Must have excellent communication skills, both oral and written, as well as the ability to design and facilitate large group meetings.
- Must have understanding of program or components in order to meet organization, grant, and program goals.
- Must be able to analyze and synthesize information and perform program evaluation.
- Demonstrates ability to work effectively as a team member and to work independently of others.
- Must be able to convey information, guidance and work directions, instilling a sense of mission, service, cooperation, and collaboration with staff and within assigned work areas.
- Ability to problem solve and think creatively and comprehensively.

#### **Required Education and Experience**

- Bachelor's degree and at least 5 years of experience in nutrition science, health care, community health, or a related field. Additional education may be substituted for experience, and educational qualifications may be waived depending on work history.
- Higher education in public health, medicine, or nutrition science; or accreditation in a health care field preferred.
- Working experience with partners in health care, both generally and in Southwest Florida.
- Minimum three years program management experience (program planning and evaluation).
- Computer literacy and proficiency in technology and common software, as well as ability to learn new systems and software.
- Research and grant writing experience a plus.

- Ability to meet travel and time requirements as evening and occasional weekend work is required. Valid driver's license required.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.