

OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

CalFresh Healthy Living Program Coordinator

Limited Term: October 1, 2024 – September 30, 2025

(4 bilingual positions available: English and one other language: Vietnamese, Korean, Chinese, Spanish)

In this role, the CalFresh Healthy Living Program Coordinator will plan and follow through on nutrition education and physical activity outreach to impact the lives of hundreds of residents, playing a critical part in the work and dedication of *Community Action Partnership of Orange County's* initiatives. It's leadership with a cause and the rewards are immeasurable!

WHO WE ARE

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.



We have remained true to our mission *“We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”*

VALUES

In addition to our EPIC values our external values are as follows:

Leadership

We are guiding critical shifts in how people think and act to address the root causes of poverty

Collaboration

We bring together all capable partners to achieve transformative results

Trust

For over 50 years, the community has counted on us to empower those in need

Compassion

We treat each person we serve respectfully and with great care

Justice

We are passionate about advocating for those living in poverty and creating equity throughout the region

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Primary duties are to promote and educate the community on nutrition and physical activity outreach events and classes. Activities will take place in a variety of in-person and virtual community settings as part of two CalFresh Healthy Living programs, funded by the County of Orange Health Care Agency, as well as the County Office on Aging. Participants reached will include children, adults, families, and seniors over the age of 60. Other duties outside of the CalFresh Healthy Living program may be assigned.

- The salary for this position is \$23.00 - \$24.00 per hour.
- Selected candidates must be bilingual in English/Vietnamese, English/Korean, English/Chinese, or English/Spanish in both written and oral forms.
- It is anticipated that the bilingual candidate in English/Spanish role will be approximately 30 hours per week in one program and 10 hours per week in the other program. Hours per program may vary based on program needs.
- It is anticipated the commitment for this role will be approximately until September 30, 2025.
- This position works on-site, a remote or hybrid schedule is not available.

ROLES AND RESPONSIBILITIES

- Plan, schedule and implement outreach and education to students, families, neighborhoods, and organizations on nutrition and physical activity as defined in the integrated work plan in both English/Vietnamese, English/Korean, English/Chinese, or English/Spanish.
- Provide direct and indirect nutrition education at events, classes, workshops, schools, after-school programs, food pantries, retail stores, and at parks.
- Identify, outreach, and serve the targeted low-income, at-risk minority population.



- Plan, schedule and implement outreach and education to participants over the age of 60 on nutrition and physical activity as defined in the integrated work plan in both English/Vietnamese, English/Korean, English/Chinese, English/Spanish
- Provide direct and indirect nutrition education at food distribution sites, in the form of single-session and series classes using identified curriculum, and interactive booths with educational materials.
- Collect sign-in sheets, demographic cards, and administer needs assessments, and pre/post surveys.
- Provide healthy food demonstrations to program participants.
- Develop, support, and maintain partnerships with sites.
- Establish effective working relationships with partner agencies, other Older Individuals services providers, and internal staff.
- Create program flyers and translate necessary program materials into Vietnamese, Korean, Chinese or Spanish.
- Research and develop resources for identified projects.
- Promote project activities, utilizing telephone, printed materials, presentations, and virtual media.
- Comply with County of Orange Health Care Agency, County Office on Aging and CalFresh Healthy Living program expectations and requirements.
- Complete required paperwork to track activities, maintain tracking systems and report outcomes to management staff for analysis.
- Complete Data Entry Templates, Quarterly Reports, and Monthly Reports with accuracy.
- Other program duties as assigned.

THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Nutrition, health and poverty issues.
- Public speaking to different size audience that may include Vietnamese, Korean, Chinese or Spanish speaking attendees.
- Record keeping principles and methods.
- Community organizing and coalition building.
- Planning and organizational techniques to develop and implement action plans.
- Developing, presenting, and delivering training to effectively present information and respond to questions from individuals, groups, and managers.
- Working both independently and collaboratively within a team.
- Analyzing and interpreting various materials to make recommendations, understand and apply program rules, regulations and procedures.

IDEAL CANDIDATE MUST BE

- Customer service oriented: Establish and maintain effective working relationships with CAP OC's staff, the community, representatives of other organizations and agencies.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational and program effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Work focused: Be detailed oriented while working accurately and efficiently on a consistent basis without assistance. Strong organizational skills. May require working weekends/ evenings/ holidays when/if needed to meet client/production demands. Workdays and hours of work are subject to change. May require a hybrid work schedule between several CAP OC locations and remote.



- Language skilled: Demonstrate a clear, concise and effective command of the English/Vietnamese, English/Korean, English/Chinese, or English/Spanish language in both oral and written forms.
- Mathematical: Perform mathematical skills sufficient to create, compose or compile information on computer or complete forms for reports or presentations.
- Computer literate: Competently use the Internet, Web based databases, Microsoft Office (Word, Excel, PowerPoint, and Outlook) and other applications. Experience with virtual communication platforms such as Teams or Zoom. Competently use office equipment such as copiers, fax machines, cell phones, and projectors. Use a variety of computer databases to ensure that client records, statistics and reports are completed.

EDUCATION AND EXPERIENCE

Bachelor's degree in health science/education, nutrition, and/or public health preferred with 1-3 years' experience in public speaking, working with the aging population, and social services environment, with demonstrated experience in nutrition and/or physical activity.

TRAVEL

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is local during the business day to/from CAP OC locations and incumbent will use personal vehicle. Possible travel may be during evening hours and possible out-of-the-area and overnight travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, prolonged and fine dexterity of fingers and wrists, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manipulation of fingers and wrists, and prolong computer work. The employee must regularly lift and/or move objects up to forty (40) pounds. Employee may stand for extended hours throughout the workday. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County's website at www.capoc.org.

