



Position: Nutrition Outreach Specialist
Reports to: Nutrition & Wellness Specialist
Department: Community Services
Status: Non- Exempt Hours: 30
Date: 1/2021 Approved: Jeanne Kern

Job Function:

The Nutrition Outreach Specialist will support our Nutrition Program, promote community nutrition programs, and help eligible individuals apply for 3SquaresVT. The Nutrition Outreach Specialist will help fulfill CVCOA's vision of "A World Where Aging is Honored" and its mission to "Support Central Vermonters to Age with Dignity and Choice."

Essential Functions:

1. Call home delivered meal recipients to assess/reassess needs using the specified tool to help program eligibility. Occasional home visits may occur.
2. Provide phone-based information for 3SquaresVT.
3. Enter and update all Nutrition Program client data into client data base.
4. Complete Meals on Wheels (MOW) survey; input data into SurveyMonkey.
5. Refer clients to Case Management, Information & Assistance, and/or Nutrition Counseling for assistance as needed.
6. Complete client records and program reports as required.
7. Attend required meetings and trainings.
8. Work with Nutrition & Wellness Director to develop systems for data collection and reporting.
9. Other duties as assigned by the Nutrition & Wellness Director.

Knowledge, Skills, and Abilities:

1. Associate Degree or equivalent experience in human services.
2. Ability to understand the needs of older people and to maintain client confidentiality.
3. Able to work well with people in a variety of situations in local communities.
4. Attention to detail, well-organized, and able to collaborate and solve problems.
5. Knowledge of issues related to older adults and nutrition programs.
6. Effective written and interpersonal communication; experience with public speaking helpful.
7. Knowledge of public benefits programs, including 3SquaresVT, is a plus.
8. Access to reliable transportation.
9. Access to reliable internet connection to work remotely.

Computer Skills:

1. Microsoft Office (Word, Excel, Outlook, Publisher & Power Point).
2. Experience with or ability to learn client management database.

Physical Demands:

1. Able to travel within 3-county area in a variety of weather conditions.
2. Able to lift up to 25 pounds periodically (as necessary for outreach events.)

Mental Demands:

1. Able to prioritize and multi-task.
2. Able to be a self-motivated and to work independently without daily supervision.
3. Able to collaborate with a team.

Working conditions:

1. Currently work remotely.
2. Shared office space.