

# **Feeding Southwest Virginia**

## **Job Description**

<b>Position Title:</b>	<b>Health Initiatives Director – Grant Funded Position (Position guaranteed for one year)</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>10</b>
<b>Department:</b>	<b>Operations</b>
<b>Location:</b>	<b>Salem VA</b>
<b>Supervisor:</b>	<b>Chief Strategy Officer</b>
<b>Supervises:</b>	<b>None</b>
<b>Revised Date:</b>	<b>5/24/22</b>

### **Position Purpose:**

The Health Initiatives Director will support the mission of Feeding Southwest Virginia: Nourish Neighbors. Engage community partners. Develop solutions to address food insecurity. This position will be responsible for collaborating and engaging in efforts to build and foster relationships and program development between the healthcare community, health organizations, FSWVA and its partner agency network ultimately connecting anyone who is food insecure in Southwest Virginia to health and nutrition services as well as healthy food.

This dynamic public health professional must be skilled in relationship building, communication, and strategic thinking. Strong applicants will have demonstrated experience communicating with diverse audiences and utilizing data to improve health policies, programming and outcomes. Candidates must also exhibit a commitment to embedding our neighbors at the center of our work and implementing client-centered practices.

### **Position Essential Functions and Responsibilities:**

*To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.*

### **Position Responsibility (Expected Work)**

1. As the Health Initiatives Director, he/she will demonstrate a professional demeanor in interactions with all FSWVA staff, agencies, program representatives and government officials in providing direct support in ensuring a compliant, safe facility and environment.
  - Keep informed and consistently practice the policies and procedures of Feeding Southwest Virginia, Feeding America national office, USDA, FDA and government regulations pertaining to food handling, storage, sanitation and disposal.
  - Ensure that maintenance of the warehouse, equipment, grounds, vehicles, sanitation, pest control, fire prevention and safety procedures are followed.
  - Possess basic knowledge of Feeding Southwest Virginia and all programs.
  - Complete ServSafe Manager training within the first three weeks of employment and keep current.
2. The Health Initiatives Director reports directly to the Chief Strategy Officer and is responsible for supporting the Operations Department.
  - Research best practices with other foodbanks and organizations to make recommendations on how to expand current programs, find new ways to reach individuals on government assistance programs, and work collaboratively with senior leaders to offer ideas for new strategies to improve health outcomes for the food insecure in our service area.
  - Build and maintain strong working relationships and partnerships with healthcare providers and organizations.
  - Create and implement a nutrition policy and work with programs at the food bank to provide education and guidance on the nutritional value of food for our neighbors.
  - Participate in the Boundless Collaboration work with the Federation of Virginia Food Banks and other Virginia food bank partners to implement a health equity strategic plan.
  - Oversee the implementation of the Nourish system to integrate HER nutritional guidelines for incoming and outgoing food at FSWVA.
  - Participate in a statewide coalition to create a healthy pantry model for Virginia.

- Deliver education presentations to health organizations and providers about the relationship between food security, nutrition, and health.

*Health Initiatives Director Job Description, page 3*

- Identify & expand programming that has a positive impact on both health outcomes and food security.
  - Develop a deep understanding of Southwest Virginia geographies, underserved communities, and be able to use social determinates of health data to guide strategies for FSWVA programs to fill any food insecurity gaps in the population we serve.
  - Educate health partners and promote the importance of screening for food security.
  - Identify opportunities within the health care sector to increase access to nutritious food for patients identified as food insecure.
  - Promote and facilitate partnerships with healthcare providers and organizations such as Carilion Clinic, Lewis Gale, Ballad Health, New Horizons, etc.
  - Collaborate on program strategies, evaluating efficiencies, impact, and potential for replication across the areas we serve.
  - Create and/or provide resource materials, training, and support to FSWVA partner agencies regarding partnering with health care providers in their community.
  - Collaborate with Development to grow health care partnerships in giving, volunteering, and executing on our mission.
  - Collaborate with Operations on all aspects of nutritional planning, programming, and execution of partnership opportunities.
  - Leverage technology to improve access and availability of nutritious food and food bank programming
3. Maintains and follows effective processes for office communication and administrative procedures.
    - Maintain program files to ensure compliance with Feeding America and governmental regulations.
    - Handle site distribution complaints, suggestions and requests.
    - Develop strong customer service skills in effectively working with the public.
  4. In working as a contact for the organization, demonstrates a professional demeanor in all interactions with partner programs, visitors, volunteers, donors and the general public.
    - Visitors and volunteers should be handled professionally and promptly.
    - Deal effectively with a variety of personalities and situations requiring tact, judgment and resolution.

**Diversity:**

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

**Other functions:**

- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the Chief Strategy Officer, Chief Operations Officer, and President and CEO.

**Interface: Responsible in maintaining positive relationships**

- Partner Programs and agencies and other nonprofit organizations and their representatives.
- General Public.
- Other departments within Feeding Southwest Virginia.
- Volunteers.

**Minimum Skills and Qualifications required to capably perform in the position**

**Training, Education and Experience:**

**Education:**

Bachelor's Degree; Health Education, Public Health or Social Services. A Master's Degree preferred and at least 2 years of progressive experience in nonprofit, human services field with a demonstrated ability to work with people from a variety of backgrounds, and community outreach planning.

### **Experience:**

- 1-2 years of strong customer service experience required.
- Preferred experience with inventory.
- Previous leadership or coordinating experience.

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

- Capable of demonstrating exceptional analytical skills in reporting and data tracking preferred.
- Able to work independently and to handle multiple priorities under minimal supervision.
- Position requires a high-degree of professionalism and trustworthiness.
- Demonstrated ability to work independently and meet deadlines while managing multiple tasks and changing priorities required.
- Ability to lift up to 30 pounds.
- Strong interpersonal skills and ability to interact with internal and external audiences are required
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Possess a willingness to learn.
- Excellent organizational skills.
- Required attention to detail.
- Occasional evening and weekend work required for special events.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

### **Language Skills:**

- Must have excellent written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with staff, volunteers, children and other professionals.

### **Mathematical Skills:**

- Ability to perform basic math functions such as addition, subtraction, multiplication, division and fractions.

### **Technical/Computer Skills:**

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position including but not limited to printer, multi-use copier, and postage machine and phone system.

### **Other Skills and Abilities:**

The ideal employee will be able to:

- Multi-task
- Have great customer service skills
- Problem-solve with limited supervision
- Work a flexible schedule that will include some evenings and weekends

### **Licenses and Certificates:**

- Employee must have a valid driver's license and a clean driving record.
- Employee must be able to obtain a ServSafe Food Manager certification within 2 weeks of employment.

**Team Commitment:**

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

**Flexibility:**

- Be willing to work overtime and mandatory days set forth by the organization on short-notice.
- Be willing to work flexible coverage as needed.

**Physical Demands:**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description. The position operates in an office setting within the food bank and conducts works externally requiring driving and working with the public. This position requires working in an internal and external environment consisting of hot and cold temperatures, walking, standing, bending, climbing, stooping, twisting, pulling and pushing. Routine travel to meetings, functions, and special events is normal which requires driving. Occasionally, may be required to respond to organizational needs outside of normal working hours. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Conducts work in a fast paced and deadline driven environment.

**Work Environment:**

*Feeding Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.*

I understand the requirements of the job.

Employee: \_\_\_\_\_  
(Please print name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

Supervisor: \_\_\_\_\_  
(Please print name)

Date \_\_\_\_\_

\_\_\_\_\_  
(Supervisor Signature)