



**PROPERTY MANAGEMENT- RESIDENT SERVICES
FULL TIME
FOOD ASSISTANCE COORDINATOR
JOB DESCRIPTION**

POSITION TITLE: Food Assistance Coordinator
SUPERVISOR: Resident Services Manager

POSITION SUMMARY:

The Food Assistance Coordinator's (FAC) mission is to assist residents in accessing Food For Lane County's Extra Helping Program and Senior Food Box Program which brings fresh fruits, vegetables, and other products to tenants within SVDP's affordable Housing. This is a physically intensive, laborious position that requires lifting and moving heavy boxes of food throughout each shift.

GOALS:

- Educate tenants on food resources in their community.
- Increase tenant access to food by facilitating Extra Helping at 13 SVDP affordable housing properties, and Senior Food Boxes at select properties.
- Build healthy communities by providing each Extra Helping with high quality food that will help tenants stretch their food dollar and prevent hunger in our community.

RESPONSIBILITIES:

- Set a tone of inclusion, non-discrimination, and respect for all during the Extra Helping Programs.
- Identify and assess need for food assistance; educate on available resources.
- Coordinate weekly Extra Helping events and monthly Senior Food Box deliveries on-time and efficiently.
- Complete daily vehicle inspection reports for FAC van and inform supervisor immediately of any urgent need.
- Maintain clean and sanitary conditions inside FAC delivery van.
- Maintain strict pickup, delivery, and distribution schedule for Extra Helping and Senior Box delivery.
- Track, report, and submit timely records each month to Food For Lane County and in the Resident Services program FamilyMetrics.
- Complete tasks as directed by your supervisor.

QUALIFICATIONS:

- Experience working with people of low-income; or, equivalent experience working with people of low-income, community development, or advocacy.
- Computer proficient and ability to use smartphone, email, Microsoft Office Suite, and other programs necessary.
- Knowledge of the local human and social services system.

- Skills to create and maintain healthy professional boundaries.
- Strong verbal, written, and interpersonal communication skills.
- Demonstrated skills working with children, the elderly, people with disabilities, and those that do not speak English as a primary language.
- Strong ability to effectively document incidents that occur in the course of the workday.
- Ability to work independently with minimal direction as well as part of a team.
- Must have valid Oregon driver's license, and be insurable.
- Food handler's permit required. This must be acquired no later than 2 weeks from hire date.
- Ability to lift 30-40lb food boxes of produce and bread throughout day. Ability to sit, stand, and move heavy boxes of food for duration of shift.

HELPFUL SKILLS:

- Enthusiasm in working with people of all ages, ethnicities, and backgrounds.
- Knowledge of the daily realities and stressors facing people with low-incomes.
- Knowledge of the mental, emotional, and physical impacts of trauma.
- Spanish language skills beneficial.
- Awareness of the challenges that those with different disabilities face.

I understand that this list may not exhaust every situation and that Property Management reserves the right to assign additional duties deemed necessary. I understand the above duties and responsibilities which have been described for the Resident Services Coordinator position. I agree to perform the listed job duties, as well as any other duties assigned while an employee of St. Vincent de Paul.

The attachments, Confidentiality Policy and Ethical Principles, are an addendum to this job description. This is not a contract.

This agreement supersedes any prior agreements.

RSC Signature

Date

RSC Manager Signature

Date