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## **Position Announcement Food Insecurity Outreach Worker**

**Job Type:** Part-time, temporary      **Salary:** \$20.00/hour. 20 hours/week      **Paid:** Bi-Weekly

This position and program is funded through a grant from June 1, 2021 - May 31, 2021 and the continuation of this position and program will be determined by the renewal of the grant.

### **ABOUT OMEGA CDC:**

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and worship center.

### **OMEGA CDC VISION:**

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

### **OMEGA CDC MISSION:**

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

### **POSITION DESCRIPTION:**

The Food Insecurity Outreach Worker is responsible for identifying individuals and families in need of food, and/or churches, organizations, and agencies serving individuals and families in need of food in the northwest region of Dayton. The outreach worker will establish a 2-3 time a week meal delivery and outreach to those individuals, families, churches, organizations, and agencies. Incumbents will use their own vehicles for making food deliveries from local sources; and will be reimbursed for mileage at the federal rate. This position and program is funded through a grant from June 1, 2021 - May 31, 2021 and the continuation of this position and program will be determined by the renewal of the grant.

### **PRIMARY RESPONSIBILITIES:**

1. Assess Food Insecurities in northwest Dayton
2. Establish networks of churches, organizations, and agencies that can serve as distribution sites for meal deliveries.
3. Coordinate schedules for twice-a-week deliveries of meals to the designated individuals, families, churches, organizations, and agencies.
4. Maintain weekly and monthly reports that track the distribution of meals, demographics, zip codes, and other needs.
5. Maintain daily, weekly and monthly documentation of coordination of services that monitors productivity hours in order to fulfill funding requirements.
6. Compile data for monthly billing reports and final quarterly reports at the conclusion of the program.

7. Create and maintain alliances with agencies that support mitigation of food insecurities in northwest Dayton, and act as a community liaison by creating positive working relationships with community leaders, partners, and other related organizations.
8. Invite individuals and/or families to discuss other needs they may have, using a standard needs assessment form provided by Omega CDC serving as a conduit between these families and the Omega CDC.
9. The incumbent will make notes on activities and will report to the supervisor daily.
10. Represent Omega CDC in a kind and effective manner to our neighbors.
11. Completes all other duties as assigned within scope of skills and abilities

#### **MINIMUM REQUIREMENTS:**

- Excellent technology skills: Including a mobile phone, zoom, google drive (email, docs, sheets, forms) and ability to quickly learn and master in-house computer programs and/or new software.
- Excellent organizational, teamwork and relationship building skills
- Must be compassionate, empathetic, and care about others. Be respectful and non-judgmental about others' situations at all times.
- Engaging personality with the ability to easily relate to strangers and build rapport.
- Ability to work effectively with team members and community partners with demonstrated ability to clearly, concisely and effectively communicate orally and in writing.
- Must have exceptional organizational skills and experience coordinating programs/services that are community-based, public relations, problem-solving and electronic data processing.
- Ability to prioritize, meet deadlines and produce results in a fast-paced environment

#### **TRAVEL REQUIREMENTS:**

- Driver's license, insurance, and operational vehicle are required
- Regular travel to partner agencies and areas where services are being provided
- Mileage will be reimbursed at the federal rate

#### **PHYSICAL DEMANDS:**

- While performing duties of this job, the employee may be required to do the following when working in the office, picking up or delivering meals.
- Ability to lift and maneuver 25-35 pounds
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, clients, or partner agencies
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

#### **NON-DISCRIMINATION POLICY**

*Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor, or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.*

This position description is not all-inclusive. Responsibilities may change from time to time.

ACCEPTING APPLICATIONS UNTIL JUNE 25, 2021.