

Food Insecurity Outreach Worker

Salary: \$15.00/hour. 20 hours/week

Paid: Bi-Weekly

Position Description: The Food Insecurity Outreach Worker is responsible for getting good nutritional meals to families in the northwest region of Dayton. The worker develops an outreach to churches and agencies in northwest Dayton to assure that low income households are supported with food and other services during the economic downturn resulting from the Covid-19 pandemic. The worker establishes a twice/week delivery and outreach to those churches and agencies.

The position is a part-time position funded by the Montgomery County CARES Act. Funding is expected to end December 31, 2020, however there is a possibility that funding authorization will extend into 2021. The position will not exceed 20 hours a week, hours are flexible. Incumbents will use their own vehicles for making food deliveries from local sources; and will be reimbursed for mileage at the federal rate.

Primary Responsibilities:

1. Assess Food Insecurities in northwest Dayton.
2. Establish network of churches and agencies that can serve as distribution sites for the meal deliveries.
3. Coordinate schedules for twice/week deliveries of meals to the designated churches and agencies.
4. Maintain weekly reports tracking distribution of meals.
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 report 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 families to discuss other needs they may have, using a standard needs assessment form provided by Omega CDC, placing emphasis on needs for rent/mortgage and utility support. Serve as a conduit between these families and the Omega CDC.
9. Incumbent will make notes on activities and will report to 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:

- Ability to lift 15 pounds of food.
- Must be compassionate, empathetic, and care about others.
- Be respectful and non-judgmental about others' situations at all times.
- Engaging personality. Ability to easily relate to stranger and build rapport.
- Ability to work effectively with team members.

- Must have exceptional organizational skills and experience coordinating programs/services that are community based.
- Must have strong Interpersonal skills; written and oral communication
- Program coordination, public relations, problem solving and electronic data processing. Including a mobile phone, Word and Excel is required.
- Driver's license, insurance and operational vehicle are required.