



Job Description

Job Title: Health Initiative Coordinator
Classification: Full-Time, Non-Exempt
Department: Agency Relations & Nutrition Services
Reports to: Director of Partnerships and Programs
Location: Boise, ID
How to Apply: www.idahofoodbank.org

Job Summary: This position will collaborate and engage in efforts to build and foster relationships and program development between the healthcare community, health organizations, The Idaho Foodbank, and its partner agency network ultimately connecting food insecure Idahoans to health and nutrition services as well as healthy food.

Principle Duties and Responsibilities:

- Build and maintain strong working relationships and partnerships with healthcare providers and organizations.
- Deliver education presentations to health organizations and providers about the relationship between food security, nutrition and health.
- Identify and implement programming that will have a positive impact on both health outcomes and food security.
- Educate health partners and promote the importance of screening for food security.
- Identify opportunities within health care sector to increase access to nutritious food for patients identified as food insecure.
- Promote and oversee the co-location of IFB programs and services with healthcare providers and organizations.
- Carry out or collaborate on program strategies, evaluating efficiencies, impact and potential for replication across the state.
- Create and/or provide resource materials, training and support to Idaho Foodbank partner agencies regarding partnering with health care providers in their community.

Knowledge, Skills and Abilities Required:

- Bachelor's Degree; health education, public health, or social services preferred
- Experience and commitment to serving low income individuals and families
- Knowledge of health care industry, food assistance programs, hunger issues, and/or experience with social service agencies preferred
- Must be strong independent worker as well as be able to work as a partner of a team
- Ability to communicate effectively, both orally and in writing
- Strong leadership skills
- Excellent organizational skills and project management experience
- Experience at data collection and analysis is required
- Ability to make presentations and develop reports that includes data and technical information
- Proven competencies in Microsoft Office products, including internet, Word, Excel, Outlook, PowerPoint and standard office equipment
- Must have skills in training and/or facilitation of meetings
- Excellent customer-service skills and friendly with others
- Demonstrated problem-solving and conflict resolution skills
- Travel required within counties served by organization/programs
- Fluency in English, and Spanish a plus

Safety:

- Must be able to pass ServSafe Certification for safe food handling
- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Job Requirements:

- Have a clean, professional appearance
- Have a valid Driver's License and access to an automobile with current auto insurance. Must be able to provide an acceptable Motor Vehicle Record to meet insurance eligibility requirements

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Working Conditions:

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 30 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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