VIRGINIA PENINSULA FOODBANK

JOB DESCRIPTION

JOB TITLE: Health Initiatives Manager

POSITION REPORTS TO: Chief Operations Officer

JOB DESCRIPTION:

Under supervision of the Chief Operations Officer (COO), the Health Initiatives Manager is responsible for operating and maintaining all aspects of special distribution projects or programs for the Virginia Peninsula Foodbank with a focus on access to healthy food and promoting health equity for neighbors in need.

JOB DUTIES:

• Coordinate all arrangements for special projects assigned by Chief Operating Officer. Including but not limited to: Food Pharmacies, Boundless Collaborations, Pop-Up Pantries, Health Education, and Health Equity.

• Works with COO and Program Directors to identify health and nutrition program strategy based on need/asset assessment data, evaluates programmatic viability, and informs programmatic design; may conduct systems level assessments/SWOT analysis to anticipate barriers to programmatic implementation; recommends the most appropriate and sustainable programmatic model for implementation.

• Identifies and cultivates opportunities with potential healthcare partners, conducts assessment of health care partner goals and level of readiness, and works collaboratively to establish and maintain relationships with health care partners to expand and improve delivery of service to chronically ill populations experiencing food insecurity.

• Collaborate with Community Partners in the improvement of health equity and healthy food nutrition education.

• Leads health and nutrition programmatic evaluation, reporting, and budgeting.

• Assists with the development of programmatic policies and procedures specific to health initiatives.

• Develop process for each project assigned including; choosing site locations, maintain site information, delivery methods, inventory needs level.

• Explores innovative strategies to connect clients with medically-tailored foods within programs and agencies.

• Secure sites for specialized pop-up pantries and produce pod deliveries make initial contacts maintain site information and coordination.

• Oversees the coordination and operation of the Healthy Pantry Initiative for partnering agencies.

• Develop calendar for deliveries, special events and drop-off events.

• Complete regular nutrition-related inventory rankings and provide monthly/annual reporting to COO for program accuracy.

• Collaborate with Partner Agencies to improve equitable distribution of products and services.

• Communicate details of distributions with appropriate staff including: COO, Director of Agency Services, Logistics Manager and Volunteer Coordinator (when requested).
• Conduct distributions determine eligibility, enroll and clients. Provide direct assistance to clients as needed.
• Maintain calendar, files, database and records of drop-off or distributions. Tally information at conclusion of distribution.
• Complete regular inventory counts, checks and provide monthly/annual reporting to appropriate program director, ensuring accuracy.
• Collaborate with Product Sourcing Manager and Inventory Control Specialist to order and receiving of product in order to keep inventory at recommended levels for future distribution.
• Develop client specific educational materials for the programs.
• Serves as primary liaison with the Federation of Virginia Food Banks on health and nutrition-related efforts.
• Assisting in general office and field support as assigned by the COO.
• Assist with Nutrition and Agency Services programs and initiatives.
• Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.
• Commit to and understand the VPFB mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
• In addition to demonstrated commitment to the Virginia Peninsula Foodbank mission to provide food security, the Agency Mission Coordinator must have the ability to work with a diverse group of people, both staff and volunteers, and the ability to multi-task as circumstances dictate.

Work Experience:
• Minimum: Bachelor’s Degree in Public Health, Nutrition Education, or related field.
• Preferred: 2-3 Years, working with direct client service in health education or social service organization.

QUALIFICATIONS: Preferred Skills, Abilities & Certifications/Licenses:
• Bachelor’s Degree or equivalent
• Valid VA Driver’s License
• Excellent people skills with an ability to work in a diverse environment with people of various educational, ethnic and socio-economic backgrounds and ages
• Excellent oral and written communication skills
• Intermediate level skills in using Microsoft Office software, Word, Office 365 and Excel.
• Food Safety Managers Certification or the ability to receive certification within three months of hire
• Ability to read and interpret documents such as pick tickets, safety rules, operating and maintenance instructions and procedure manuals
• Must be detail oriented with an ability to multitask effectively
• Self-motivated with ability to work independently and as an effective member of a team with a high degree of concentration and task focus
• Demonstrate ability to multi-task several priorities and possess solid time management skills
• Ability to develop and write monthly reports for Foodbank and USDA
• Ability to perform basic math functions and to calculate figures and amounts such as percentages, proportions, conversion, weights and measures and volume in all units of measure, using whole numbers, common fractions and decimals
• Answer and make telephone calls in a concise and professional manner.
• Ability to maintain all paperwork and records assigned to this position
• Ability to operate office equipment (Fax; Printer; Copier and Scanning)
• Ability to perform duties in accordance with the Foodbank’s Illness and Injury Prevention Program
• Occasionally work in warehouse and inclement weather conditions

Physical Demands:

While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. Must be able to work in all weather and warehouse conditions; including refrigerated and freezer spaces.

This job requires that weight be lifted or force be exerted up to 40 pounds when handling inventory, donations, equipment, document and files.

☐ Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
☐ Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
☐ Regularly required to talk or hear when communicating with employees and clients.
☐ Perform duties and work in all types of weather conditions in and out outdoors.
☐ Use hands and fingers to handle, or feel
☐ Reach with hands and arms
☐ The employee frequently is required to stand and or walk for extended periods of time.
☐ The employee must be able to climb or balance.
☐ The employee is occasionally required to stoop, kneel, crouch, or crawl.

General Sign-off: Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Position:       Health Initiatives Manager

Employee Print Name:                      ____________________________

Employee Signature: ____________________________ Date: ____________

Supervisor Print Name:                     ____________________________

Supervisor Signature: ____________________________ Date: ____________

Virginia Peninsula Foodbank is an Equal Opportunity Employer.
The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.