

FULL TIME NOEP COORDINATOR

The Nutrition Outreach and Education Program (NOEP) Coordinator focuses on increasing enrollment in the Supplemental Nutrition Assistance Program (SNAP). The NOEP Coordinator is responsible for conducting SNAP outreach in their service area, prescreening potentially eligible individuals/households for SNAP, and assisting members in their service area in completing a SNAP application.

We enthusiastically encourage candidates from diverse backgrounds to apply to ci-Inbox@uwdor.org. To apply for this position please submit a resume and cover letter.

QUALIFICATIONS

At a minimum, employee must have an Associates Degree in a relevant field and 2 years Human Services experience; knowledge of service area and available resources; interviewing and assessment skills; ability to work independently; strong verbal and written communication; strong organizational skills; comfort using technology; proficiency in the Microsoft Suite (Word, Excel, PowerPoint); comfort with public speaking; and ability to work well with diverse populations.

PRIMARY RESPONSIBILITIES

- Attend all mandatory trainings and webinars
- Establish a working relationship with the local Department of Social Services (DSS) or Human Resources Administration (HRA)
- Create and produce outreach materials in order to educate potentially eligible individuals about SNAP
- Engage in direct contacts to educate potentially SNAP-eligible community members through community events, presentations, and tabling opportunities in the community
- Prescreen individuals and households for SNAP eligibility, providing an estimated SNAP benefit amount, if able
- Assist potentially SNAP-eligible individuals in applying for SNAP, including gathering of required documents
- Help resolve barriers potentially SNAP-eligible clients encounter when applying for SNAP
- Collaborate with local community based organizations, educating them about the importance of NOEP and SNAP
- Confidentially track client information and outcomes for reporting purposes
- Report outcomes via Hunger Solutions New York's online Contract Management System
- Achieve annual program targets as assigned by Hunger Solutions New York

REQUIREMENTS

- Spanish speaker a plus, but not required
- Ability to work independently and as part of a team
- Available to adjust schedule for evening and weekend events
- Must have Valid driver's license, car and insurance (travel required)
- Must be based in Orange County