

LOS ANGELES REGIONAL FOOD BANK JOB AD

Job Title: **CalFresh Outreach Worker**
Job Type: Full time
Status: Hourly/Non-exempt
Company: Los Angeles Regional Food Bank
Reports to: Programs Director
Start: ASAP

Company: The Los Angeles Regional Food Bank is a nonprofit organization that distributes one million pounds of food every week through a network of 640 agencies with over 1,000 program sites throughout Los Angeles County. The Food Bank has an annual budget of \$15 million, a staff of over 100 employees and over 30,000 volunteers annually.

Principal Function:

Providing CalFresh Program (formerly known as the Food Stamp Program) promotion and outreach to the Food Bank's network of food pantries located throughout Los Angeles County. The CalFresh Outreach Worker (CFOW) will educate clients on CalFresh eligibility and benefits. If eligible the CalFresh Program, the CalFresh Outreach Worker will assist clients with the completion of a CalFresh application and submit it to the Los Angeles County Department of Public Social Services Office on their behalf. If ineligible, the CFOW will provide a resource list of additional programs.

Supervision Received:

Reports to and receives supervision from the Delivery Programs Supervisor

Principal Duties:

- Conduct CalFresh awareness and outreach to a network of Food Bank pantries, social service centers, churches, libraries, WIC offices, Work Resource Centers, etc. located throughout Los Angeles County. Outreach includes but is not limited to: distribution of CalFresh outreach materials and questions and answers about the CalFresh program, prescreening, assisting and/or completing a CalFresh application on behalf of a client and follow-up if needed.
- Account for: number of visits conducted daily/weekly/monthly, the amount of CalFresh information distributed, number of clients prescreened, and number of CalFresh applications submitted and follow up phone calls made.

Other

- On occasion, may be required to work on weekends.
- Works effectively with other staff members at all levels of responsibility within the Food Bank.
- Performs other such duties as assigned by supervisor.

Qualifications:

- Must be fluent in English and Spanish
- Insured vehicle with valid California driver license.
- Computer literate, intermediate to proficient in Microsoft Office.
- Great communication and customer service skills, strong inter-personal skills required.
- Ability to work well with people of diverse backgrounds and ethnicities.
- Self-starter who is able to take initiative and must work well with minimum supervision.
- Ability to maintain excellent quantity and quality of work in a high-volume, fast-paced work environment.
- Passion for the advancement of the organization's mission.
- Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.

Desirable:

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- Experience with social service organizations, preferably with food program background.
- College degree with emphasis in Public Health Administration, Nonprofit Management or related.
- Bi-lingual fluent in Spanish.

We offer a competitive benefits package, including comprehensive medical, dental and vision plans; life insurance; Employee Assistance and long-term disability plans; flexible spending accounts and a 403(b) retirement savings plan. If interested in this position, please apply directly at jobs@lafoodbank.org with résumé with cover letter & salary requirements.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Food Bank is an Equal Opportunity Employer.