



Second Harvest Food Bank Santa Cruz County
Health and Wellness Specialist
Non-Exempt
\$49,290-\$53,671 DOE

About Us:

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 10 million pounds of food annually to over 65,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals.

About the position:

The Health and Wellness Specialist will play a key role in the Healthy Food Box Program Team at Second Harvest Food Bank of Santa Cruz County. Reporting to the Health and Wellness Director, the Health and Wellness Specialist will support membership, site-level communications, and assist with program administration duties. Working alongside the operations and nutrition education teams, the specialist will take part in the packaging process of the Healthy Food Program boxes and support the co-development of relevant educational materials. A key program task includes enrolling members in the Healthy Food Box program, via a secure database, and collecting feedback from members in their chosen language (English or Spanish) for program monitoring purposes. Development of lesson plans, implementation of lessons to the public or staff, training team members, nutrition ambassadors, and providing

individual coaching to the participants will be part of the role. The Health and Wellness Specialist is responsible for ensuring that the nutritional education implemented meets program standards as determined by funding source and the Director program evaluation. The Health and Wellness Specialist does not supervise staff.

The Health and Wellness Specialist is committed to the mission of Second Harvest Bank and demonstrates this through a strong work ethic and a dedication to SH's core values; working with the rest of the Programs Department to help break down the food insecurity cycle in our community.

REPORTS TO: Health and Wellness Director

JOB SUMMARY:

Healthy Food Box Program: 90%

- Responsible for supporting member enrollment and entering member information into an online case management program database.
- Carrying a member case load, which includes weekly consultations via telehealth (online or telephone).
- Work in collaboration with internal teams to determine which food items meet food as medicine standards.
- Support with the weekly planning of the Healthy food box delivery. This includes working with the Health & Wellness team for coordination, strategizing and troubleshooting.
- Working in collaboration with the Health & Wellness team to identify appropriate and culturally relevant diagnosis recipes and educational materials.
- Assist program manager with internal training and education on CalAIM program
- Translate program materials as needed
- Take part in conversations with community partners to best support provide individualized care for program participants.

Other:10%

- Serve as the face of the Food Bank, representing the organization with a high level of customer service, both in the office and in the community to promote the Nutrition Programs
- Support special projects as they arise
- Other duties as required

QUALIFICATIONS:

Training and Experience

- Experience working with under-resourced/served communities, or experience working in government, nonprofit or faith-based organizations
- Knowledge and interest in nutrition, diet-related chronic illness prevention and management, food justice, food as medicine, and community health.
- Excellent customer service skills including but not limited to empathy, tact and patience in working with diverse clients at varying stages of their health and wellness journey.
- Ability to present information to a wide range of audiences in an inclusive and engaging manner
- Bachelor's **OR** associate's degree in Kinesiology, Sociology, Psychology, Community Studies, Nutrition Science, Public Health, or another related field; **OR** two years of college course work **OR** equivalent education and experience equal to two years of experience for one year of education/course work **OR** Community Health Worker Certificate and equivalent experience.

Knowledge/Skills/Ability:

- **Bilingual English/Spanish required. Bicultural strongly preferred.**
- Comfortable communicating respectfully with people from different racial, ethnic, and cultural groups, and from diverse backgrounds and lifestyles; sensitivity and understanding of diverse, socio-economic, cultural, disability, and ethnic backgrounds of residents in the community-at-large
- Experience with community engagement and knowledge of community resources (governmental, community, and social service organizations)
- High degree of flexibility, ability to multitask, and meet strict deadlines
- Strong personal computer skills, including spreadsheet and word processing to generate files and manipulate data, utilizing spreadsheet and word processing tools.
- Correct English and Spanish usage, spelling, grammar, and punctuation
- Basic filing and record-keeping methods and procedures
- Ability to maintain confidentiality of participant information
- Promote SHFB and/or program to prospective participants and or the community

Additional Requirements

- Must have access to a motor vehicle, as well as valid auto insurance coverage.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- Must pass a background and TB test as required by the Santa Cruz County Office of Education, in order to work at on-campus locations.
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Able to hear conversations on the phone and in-person. The person in this position frequently communicates with participants who have inquiries about their cases must be able to exchange accurate information in these situations.
 - Must be able to sit at a desk or in a vehicle for long periods of time to perform certain job functions.
 - Be able to read, write, and interpret written reports, documents and manuals.
 - Able to safely lift or carry items weighing up to 20-30 pounds.
 - Bi-manual dexterity and able to use a computer keyboard.
 - Frequent standing and sitting throughout the day.
 - Frequently works in outdoor weather conditions.
 - Use hands to manipulate, handle, feel, and control items or equipment, including laptop computer and motor vehicle.
 - Climb up or down stairs.
 - The person in this position needs to frequently walk to various outreach site locations.
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule to respond to community needs. Advanced notice will be provided.
- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

STANDARD WORK SCHEDULE: Start and end times vary but must be available between the hours of 7:00AM-7:00PM, Monday through Friday. Must be able to work weekday evenings in order to best reach the community. Occasional weekend work is required.

WORKSITE: onsite 800 Ohlone Parkway, Watsonville, Ca 95076

BENEFITS: We offer competitive salaries and benefits and a rewarding work environment.

PAID TIME OFF: new hires accrue three weeks of vacation time in their first year of service, in addition to paid 10 company holidays, and 12 sick days, per year.

HEALTH AND WELLNESS:

- ✓ 4 Gold-rated medical plans: employer covered at 90%-80% depending on the plan.
- ✓ 100% employer-paid benefits for employee Vision, Dental, Life, Long-Term Care, Long-Term Disability, Accidental Death & Dismemberment and Employee Assistance Program
- ✓ Employer subsidized vision and dental insurance for dependents.
- ✓ AFLAC supplemental plans
- ✓ Health Care and Dependent Care Flexible Spending Accounts
- ✓ Supplemental coverage on Life and AD&D plans.
- ✓ Pet Insurance

FINANCIAL BENEFITS

- 403(b) Retirement Plan with generous employer contribution.
- Tuition reimbursement program

Job Details: This is a full-time, regular, non-exempt position with a competitive annualized hourly salary of \$49,290-\$53,671 DOE. Evening work is required and occasional weekend work may be required.

To Apply: Please submit your resume and cover letter at <https://www.thefoodbank.org/careers>

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Second Harvest will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Second Harvest is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

My signature on this document indicates receipt of a copy of this job description and my understanding and acceptance of these job responsibilities.

Employee Signature: _____

Date: _____

