

## **MEND | Meet Each Need with Dignity**

10641 N San Fernando Road

Pacoima, CA 91331

**Phone** | 818.896.0246

**www.MendPoverty.Org**



### JOB DESCRIPTION

**POSITION TITLE:** Health Education Specialist- Pathways to Wellness

**FSLA STATUS:** Non-exempt

**REPORTS TO:** Pathways to Wellness- Program Coordinator

**LOCATION:** Onsite

**WAGE:** \$23-\$25/hour DOE

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4Million lbs. of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families & the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving. MEND is an equal opportunity employer.

#### **JOB SUMMARY:**

The Health Education Specialist- Pathways to Wellness conducts outreach and educational activities to build relationships with participants experiencing or at risk for chronic, diet-related health conditions (such as diabetes, hypertension, obesity, etc.). The Health Education Specialist will coordinate group activities such as nutrition workshops, exercise groups, shopping, and cooking demonstrations, and assist with connecting individuals to resources and services. This program does not provide medical advice or diagnosis – the objective is to be an accountability partner in achieving lifestyle changes that support the management of their conditions.

#### **ESSENTIAL FUNCTIONS:**

1. Coordinates and facilitates weekly group activities ensuring sign-ups meet enrollment minimums. Group activities include nutrition workshops, exercise classes, support groups, and food demonstrations. Builds participants' health and nutrition literacy and self-advocacy skills leading to greater empowerment in the self-management of their diet-related, chronic health conditions.
2. Supports participants in navigating and accessing community resources and adopting healthy behaviors.
3. Regularly collect data to measure participant learning, satisfaction, and personal progress.

4. Maintains detailed case records in our internal database completing all documentation and recording participant's progress/participation in an accurate and timely manner.
5. Develops a trusting and open relationship with registered participants and assists with decision-making and referrals in relation to wellness and addressing key social determinants of health. Support participant enrollment into 1:1 coaching.
6. Collaborates with Program Manager- Community Nourishment Programs (CNP) to ensure that the Little Health Market and *Buen Provecho* are stocked with healthy food options.
7. Actively engages internal and external outreach as assigned, providing information, workshop/activity reminders and resources, recruiting program participants, and building awareness of the program and its benefits. Tracks outreach efforts, workshop participation, referrals, and enrollments.
8. Develops relationships with local health care and social service providers to facilitate information sharing and service provision.
9. Plans and organize health fairs and other events/screenings for the community.
10. Achieves agency- and/or funder-identified program goals.
11. Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in health, social work, public health, psychology, education, or related field preferred.
- 1 year experience providing health and wellness education or services with a demonstrated understanding and track record of providing health education, workshop facilitation, case management, community outreach and service delivery.
- Familiar with Social Determinants of Health and how they affect overall wellness.
- Bilingual Spanish/English required.
- Excellent communication and organizational skills; strong written and interpersonal skills.
- Strong organizational and follow through skills, able to set and meet deadlines, adept at tracking data and program outcomes.
- Valid CA Driver's License and Current insurance; must have reliable transportation.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook); familiarity with ETO a plus; excellent internet & research skills.
- Demonstrated ability to work effectively as a member of a team and work with people from a variety of backgrounds while maintaining confidentiality.
- Ability to express awareness of and sensitivity to culturally and economically diverse participants.
- Must be able to remain in a stationary position 60-70 % of the time.
- May move, transport, boxes or program material weighing up to 25 lbs across the office for various needs.

**TIME COMMITMENT:** Full time 70 hours per bi-weekly pay period (9/70 per pay period or 32/38 hours per week based on organizational needs); may include some evening and weekends and local travel.

All positions contingent on continued funding.

All employees on County-funded programs must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

All employees will be required to adhere to all relevant confidentiality agreements, policies and procedures to safeguard client information. Employees will be required to complete all mandatory training annually, including but not limited to HIPPA, compliance, safety, cyber security, and harassment.

**To apply**, please submit cover letter and resume to [jobs@mendpoverty.org](mailto:jobs@mendpoverty.org). Position open until filled. Please include a cover letter that describes how your experiences meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

#### Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

#### Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers
- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

#### Benefits

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account and AFLAC.

- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually; ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year. Accruals are based on hours worked.
- Option to participate in employer sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.