

JOB DESCRIPTION

POSITION TITLE: SNAP Outreach Specialist

REPORTS TO: Certification / IT Manager

Summary:

The SNAP Outreach Specialist will work to increase participation in SNAP (previously known as The Food Stamp Program) by screening clients for eligibility and helping them with the application process using the state's online application tool, PEAK. Conduct outreach to the public, and community-based locations, to provide greater access and minimize barriers for clients applying for SNAP. This a grant funded position.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Adhere to the core values of Weld Food Bank.
- Adhere to USDA nondiscrimination policy.
- Become familiar with SNAP policies, regulations, procedures, and keep abreast of changes.
- Develop rapport with potential client population and answer any questions related to SNAP.
- Screen, counsel and advise clients on necessary documentation and eligibility requirements for SNAP.
- Work with clients to assist in successfully applying for and receiving SNAP through PEAK Pro (online application), or with paper application if necessary.
- Use Telephonic Signature system to record client consent for applications completed by phone.
- Conduct outreach to community-based organizations, emergency food programs and other partners providing information on SNAP rules and regulations. Develop partnerships within these organizations to increase SNAP awareness and application submission rates.
- Attend community outreach events, fairs and forums as needed.
- Travel to locations throughout Weld County to promote the program, and assist clients with applications.
- Ensure that assistance provided and outreach activities are tracked and recorded as needed for program evaluation and reporting to grant funding agencies.
- Work directly with Weld County Human Services and Hunger Free Colorado.
- Assist with certification for Weld Food Bank programs as needed.
- Promote the mission of the Weld Food Bank.
- Work cooperatively with staff and volunteers to promote clean, safe, and positive work environment.
- Maintain confidentiality of those receiving assistance.
- Other related duties as needed.

Experience requirements:

- Bilingual English/Spanish speaking (required)
- Extreme comfort using online technologies and database systems daily
- Capacity to work independently, self-starter
- Demonstrated ability to organize, prioritize, problem-solve, and be flexible
- Impeccable verbal and written communication skills
- Outstanding follow-through skills
- Knowledge of food insecurity within culturally and economically diverse communities
- Background in public health, public administration or human services (preferred)
- Experience in preparing and giving public presentations (preferred)
- Prior experience working with low-income communities (preferred)
- Travel required (company car available; must have valid drivers license and clean driving record in order to be covered by insurance)

This institution is an equal opportunity provider