

**LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION**

TITLE: CALFRESH HEALTHY LIVING COORDINATOR

DEPARTMENT: PUBLIC HEALTH

SUPERVISOR: DIABETES AND TOBACCO EDUCATION PROGRAMS MANAGER

CLASSIFICATION: FULL-TIME EXEMPT

POSITION SUMMARY:

The CalFresh Healthy Living (CFHL) Coordinator is responsible for implementing the goals, objectives, and activities under the CFHL grant funded from 2024-2026 and meeting deadlines for completion of tasks. This includes working with CFHL project team members to develop the nutrition education and PSE garden expansion implementation plans and working with the Evaluator to complete the required needs assessment and evaluation plan. The CFHL Coordinator will be trained in *Cooking Matters* curriculum and work with the local six tribes to schedule nutrition classes at tribal locations and offer cooking demonstrations and farmers' market and grocery shopping tours as feasible under the grant. The CFHL Coordinator will work with the Garden Team to implement the garden plans for expanding the garden locations at the Southshore clinic and at least one tribal garden location during the grant period. The CFHL Coordinator will be responsible for documenting nutrition classes held; progress on the garden plans; collecting participant data with Caspio data entry; participating in meetings, Zoom and phone calls with CFHL project team and grant staff; and developing progress reports based on requirements of the grant. CHFL will supervise Garden Coordinator and Data/Garden Assistant.

ESSENTIAL FUNCTIONS:

- Implement Phase 1, 2 and 3 objectives and activities detailed in the CFHL grant workplan with approved deadlines. Track progress based on the workplan and ensure deadlines are met.
- In Phase 1, work with the Diabetes and Tobacco Education Programs Manager and Evaluator to complete the needs assessment requirements of the grant, including reviewing the recent AIAN food survey results and other community feedback. Fill in gaps as needed and submit document to meet the grant deadline.
- In Phase 1, work with Diabetes and Tobacco Education Programs Manager and Evaluator to develop the implementation plan for the nutrition education classes, including *Cooking Matters* curriculum description, LCTHC staff to be trained, tribal locations for classes, schedule of classes to be held, targets for participation and participant forms for data collection. Submit document to meet the grant deadline.
- In Phase 1, work with the Garden Team, Diabetes and Tobacco Education Programs Manager and Evaluator to develop implementation plans for the PSE garden expansion, targeting new locations at the Southshore clinic and at least one tribal location. Submit document to meet the grant deadline.
- In Phase 1, work with the Diabetes and Tobacco Education Programs Manager and Evaluator to develop the evaluation implementation plan, including training on the USDA SNAP-Ed Evaluation framework and plans for evaluating the nutrition education and PSE garden expansion activities. Submit document to meet the grant deadline.
- In Phase 1 and ongoing, work on adapting materials, such as flyers, recipe cards, nutrition handouts, Facebook postings, and infographics to support the planned implementation of the nutrition education and garden to be culturally appropriate and SNAP-Ed approved. Disseminate materials to promote program offerings.
- In Phase 2, implement nutrition education activities by executing the approved implementation plan. At the completion of Phase 2, update the implementation plan for Phase 3 of the project.

- In Phase 2, implement the PSE garden expansion activities by executing the approved implementation plan. Identify and work towards the planned PSE initiative with the tribal community. At the completion of Phase 2, update the implementation plan for Phase 3 of the project.
- In Phase 2 and 3, work with the Diabetes and Tobacco Education Programs Manager, Garden Team and Evaluator to evaluate the effectiveness of the culturally tailored nutrition education and PSE activities by executing the approved evaluation plan. Collect participant data at the start and end of classes; complete data entry into Caspio to track progress. Collect feedback from class participants on education and resources provided. Track community meetings, progress made and feedback on the PSE garden expansion activities. At the completion of Phase 2, update the evaluation plan for Phase 3 of the project.
- At the end of Phase 2, develop a sustainability plan for supporting culturally tailored nutrition education and PSE garden expansion activities. Implement the sustainability plan during Phase 3.
- In Phase 1, 2 and 3, participate in grant required trainings as appropriate.
- In all phases of the project, participate in monthly technical assistance calls and hosting of annual site visits (at least one each year) with CFHL grant staff to observe and discuss progress, challenges and successes of the program implementation.
- Attend and/or present at the Annual CWN Convening of Funded Projects
- Work with the Diabetes and Tobacco Education Programs Manager and the Evaluator to complete Quarterly progress reports and Phase 1 and 2 Annual Reports, reporting on related deliverables and making presentations on the progress of culturally tailored nutrition education and PSE garden expansion activities.
- Work with the Diabetes and Tobacco Education Programs Manager and the Evaluator to complete the final program and evaluation reports in Phase 3, coordinated with the CWN staff feedback and formatting. Submit first draft and final versions to meet required grant deadlines.
- Work with PH team to post on Social Media recipes and nutrition education needed for patients.
- Participate in the planning and execution of events hosted by the departments such as Annual Garden Blessing, Annual Walk to Stop Diabetes and Youth GONA.
- Work with the Diabetes and Tobacco Team to create impact stories, infographics and dashboard to share outcome and process data.
- Complete annual job evaluation for Garden Coordinator and Data/Garden Assistant.
- Other duties as assigned by the Diabetes and Tobacco Education Programs Manager.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND CERTIFICATES

- Bachelor's Degree in related Health Promotion Field, preferred; minimum Associates Degree required
- At least 1 year of experience in working with patients around health education, nutrition and/or physical activity
- At least one year experience developing and implementing a related program of health and/or human services
- Knowledge of healthy lifestyle behaviors, nutrition, and healthy meal planning
- Knowledge of SNAP-Ed and its food programs desirable
- Knowledge of local food resources such as food banks, tribal food distribution programs including Commodities, etc. desirable
- Knowledge of local farmers' markets and groceries desirable
- Food preparation and presentation experience
- Experience working with the six local tribes. Requires ability to relate well with Native American Communities and have concern for their well-being.

- Experience developing PowerPoint presentations and making group presentations on job activities and progress.
- Background in health care field with knowledge of first aid
- Current CPR and First Aid card
- Valid CA driver license
- Experience with the use of computers, email, telephone, texting, voicemail and fax machine.
- Willing to travel throughout Lake County and out of the area for business purposes. Classes and events may be at LCTHC offices or off-site. Off-site locations include the Rancheria of the 6 local federally recognized Native American tribes

In addition, all LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date