

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	NOEP Facilitator	STATUS:	Non-Exempt
DEPARTMENT:	Schuyler Outreach	W/C#	8810
EEO CODE:	9	GRADE LEVEL:	200

PRIMARY FUNCTIONS:

Under the direct supervision of the Director-Schuyler, the NOEP Facilitator is the first-line advocate for the Supplemental Nutrition Assistance Program (SNAP) program in Schuyler County assuring that all who qualify for this federal program are served. This is accomplished primarily through personal contact with possible recipients, developing and executing outreach activities and coordinating with a wide range of human services organizations at the county and state levels.

SPECIFIC DUTIES:

1. Recruit targeted individuals for program participation through directly contacting targeted community members, workshops, community meetings, surveys, and other activities
2. Coordinate with other internal and external staff and programs so that opportunities for participants in SNAP can be maximized – Watkins Glen food pantry weekly, each satellite food pantry 5 times per year and mobile food truck sites 5 times per year
3. Complete participant records including eligibility documents and assessment forms
4. Provide SNAP information by distributing outreach materials, networking with appropriate community organizations, and utilizing the broadcast and print media
5. Maintain confidential files and records of individuals served, services provided, information and referral logs, volunteer and donation logs, outreach activities conducted, surveys and other records as assigned
6. Complete and submit required reports to supervisor, agency director, and grantor
7. Respond to clients' requests for assistance by assessing service needs and providing direct intervention, information, and referral services as appropriate – follow-up on referrals in order to assess outcomes and provide additional services as required
8. Provide client advocacy services to assist clients in receiving needed services and to develop additional resources for services.
9. Maintain close professional relationships and liaisons with local service organizations in the target area – respond to agency inquiries concerning services for potentially eligible clients
10. Attend workshops and conferences as appropriate to maintain knowledge of issues on SNAP policies and procedures.
11. Develop outreach materials.
12. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Director-Schuyler

QUALIFICATIONS:

Minimum of an Associates' degree in Human Services or related field.

Knowledge of the operations of social services in the county, state, and federal levels.

Experience using computer program and public speaking.

A combination of education and experience may be substituted at the discretion of the Executive Director.

ADDITIONAL REQUIREMENTS:

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.

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- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting 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 documents;

EMPLOYER'S DISCLAIMER:

- 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.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name