Wellness Program Assistant Job Description 2018

ABOUT NEW HAVEN FARMS: New Haven Farms’ nonprofit charitable mission is to promote health and community development through urban agriculture. We transform vacant, urban land into vibrant and productive organic farms. Our Farm Manager and volunteer corps cultivate eight urban farms, and our harvest is made accessible to low-income families who struggle with diet-related chronic diseases and food insecurity. Farm members receive produce baskets combined with farm education, hands-on cooking demonstrations, and nutrition education on a weekly basis. For more information about New Haven Farms, visit newhavenfarms.org.

POSITION SUMMARY AND RESPONSIBILITIES: The Program Assistant is an essential part of our Farm-Based Wellness Program (FBWP). S/he will work directly with the Program Director as to ensure the highest level of program delivery. Their primary responsibilities will be to assist in participant recruitment, program coordination and manage our team of Community Health Ambassadors (CHA). The FBWP runs for 16 weeks, from the end of May through September. Educational sessions promote healthy behavior change and develop participants’ knowledge of healthy eating.

Responsibilities may include:
- Recruitment (March- July 1)
  - Assist with monthly presentations to patients/ providers
  - Help with recruitment/ calls/ organizing spreadsheet
    - Access to EPIC
  - Other outreach - with CHAs
- Program coordination
  - Communicate with all new participants regarding program logistics, including enrollment and assuring attendance
  - Help organize info sessions and other recruitment activities
    - Ensure that CHAs are part of recruitment activities
- CHA Management (Jan-April)
  - CHA training
    - Finalize curriculum materials with other staff
    - Organize logistics of classes and trainings
    - Conduct reminder calls for trainings
    - Ensure learning of peer-to-peer mentoring
- CHA management (May - October)
  - Supervise welcome table/ weigh-in station at FBWP, greet participants
  - Coordinate surveys, attendance
  - Bi-weekly check-ins with each CHA
  - Day to day task management and troubleshooting
- Research: ensure that research is being conducted according to our research protocol.
  While maintaining communication with research assistant and primary investigator

Qualifications:
- Bilingual, with excellent communication skills in English and Spanish
- Excellent organizational skills, proven ability to handle and prioritize multiple tasks, and to meet deadlines
- Experience working with EPIC or other electronic medical record system (strongly preferred)
- Able to communicate effectively and respectfully with multicultural and low-income individuals
- Ability to work individually in a self-directed manner and as part of a team in group projects
- Willingness and ability to work with people from a variety of racial, cultural, and socioeconomic backgrounds, with various lifestyles, sexual orientations, and of all ages, including social service providers, volunteers, and participants.
- Dedicated to the mission of New Haven Farms
- Able to work in an outdoor environment
- Valid driver’s license and a car you can use for work
- Ability and willingness to work occasional evenings and weekends for the purposes of conducting classes and attending community meetings
- Flexibility to operate in a small dynamic nonprofit organization
- Reliable transportation

Physical Requirements:
This position requires being in the field 40% of the time, driving and working in an office setting 60% of the time. While in the field, frequent lifting, moving, or carrying supplies up to 25 pounds, including use of stairs, is required. General office duties include: computer work, filing, phone communication, copying. Reasonable accommodation may be made to enable any qualified person to perform the essential job duties.

Time Commitment:
This is a seven month, part-time position beginning March 1. You are expected to work at least 20 -25 hours per week. The position is a part-time hourly position.

To Apply: Email a resume and a cover letter describing why you are applying and your relevant experience to nhfrecruitment@newhavenfarms.org.

It is the policy of New Haven Farms, Inc. that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity, learning disability and physical disability.