

Food Sense, SNAP-Ed

Completed Date \_\_\_\_\_

Role Statement for Nutrition Education Assistant (NEA) Fiscal Year 2017-18

**Name:** \_\_\_\_\_

Title: Nutrition Education Assistant (NEA)

Role: Delivery of direct and indirect nutrition education, social marketing and PSE, (policy, system and environment) strategies for Food Sense, SNAP- Education program.

Program Allocation of Hours: \_\_\_\_\_

Note: SNAP-Ed funding is contingent upon allocations and grant funding by USDA Food and Nutrition Services.

Target area/ audience \_\_\_\_\_

County: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

USU Email: \_\_\_\_\_

### **Primary Function of Nutrition Education Assistant (NEA)**

Role: Delivery of direct, indirect, and PSE strategies for the Food Sense Supplement Nutrition Assistant Program-Education, SNAP-Ed. Deliver Food Sense SNAP-Ed to low-income individuals and families, specifically, SNAP participants in county/ community. Collect data and provide evaluation reporting for Food Sense, SNAP-Ed.

### **Position Overview:**

- Dependably teach Food Sense Create Better Health basic nutrition, food safety, food money budgeting and educate about physical activity to groups of low-income individuals and families eligible to receive SNAP benefits.
- Provide community outreach to agencies and organizations in targeted areas with the purpose of motivating participants to develop healthier habits for themselves and their families. This includes policy, systems and environment, (PSE) work.
- Requires computer skills for communication, reporting and planning.
- Requires regular travel within assigned county and district. Occasional travel to state trainings will also be required.
- Continuation of employment is based upon need, performance and available funding.
- Work under County Extension supervisors.
- Must follow Food Sense (SNAP-Ed) policies and procedures.

## Responsibilities:

- Work with a positive attitude, including interaction with supervisor, county team and general public.
  - Recruit clientele for program participation through personal contact, advertising in public areas, brochures, local media, social media and Department of Workforce Service (DWS) client list, which will be provided by the state office.
  - Accurately collect and report evaluation data to the Food \$ense, SNAP-Ed, state office through the PEARS reporting system.
  - Participate twice a month in statewide Zoom staff meetings in the 1<sup>st</sup> and 3<sup>rd</sup> Mondays @ 10am, attend county planning and staff meeting, and participate in Food \$ense in-service through Zoom on the 4<sup>th</sup> Wednesday of each month.
  - Attend regional trainings in January, April and July and annual conference in October.
  - Teach approximately 3-6 lessons per 20-hour work week, depending on county circumstances and programming needs.
  - Participate in approved PSE work and report to the state office.
  - Contribute to the county Google calendar, whether by submitting entries or by providing class information to another NEA or staff assistant assigned to submit entries.
  - Submit P-card receipts and accompanying documentation to supervisor or enter into Banner Workflow within a week of purchase.
  - Accurately submit travel and work hours in a timely manner.
  - Plan and coordinate with USU, DWS, WIC (Women, Infants and Children), Local Department of Health, Senior Centers, Head Start, Title 1 schools with minimum 50% students eligible for free/reduced lunch, church auxiliaries and other government and community organizations and agencies.
  - Request referrals, provide information on upcoming classes, and network with other agencies to build local partnerships.
  - Be aware of and familiarize clients with available community resources, specifically DWS, WIC, local food banks and food pantries and Extension programs.
  - Facilitate booths and workshops for public events such as farmers' markets where SNAP is accepted, county fairs, 4-H, churches and other organizations as invited to do so.
  - Participate in social marketing campaigns and support statewide social marketing efforts.
  - Understand policies and procedures and be willing to follow USDA and USU guidelines. Follow code of conduct required by DWS. Keep confidential information confidential.
  - Keep trainings and certificates current.
- I am an NEA with direct education emphasis and will use the majority of my hours for teaching and lesson preparation while the remaining time is for PSE, recruitment and reporting. New NEA's will require more time for recruitment and reporting. Seasoned NEAs will require less.
- I am an NEA with a PSE emphasis and will use the majority of my hours for PSE work within my County. The remaining time will be used for direct education, planning and reporting.

NEA Initials: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_