

FLIPANY
Florida Introduces Physical Activity and Nutrition to Youth

Position Title: Food and Nutrition Program Monitor/Case Management
Reports to: Senior Program Manager & Assistant Manager
Department: Food and Nutrition Department
Position Type: Fulltime, Hourly
Area of Service: Hialeah; Miami-Dade County

Position Overview:

The Food and Nutrition Program Monitor provides support and assistance to the F&N Assistant Program Manager. As a sponsoring organization, FLIPANY provides oversight to providers participating in the Child and Adult Food Program in the areas of program accountability and nutrition integrity. He or she works with a caseload of approximately 30 after school sites to ensure they are accounting for the healthy meals appropriately. The responsibilities include communicating with sites, tracking required paperwork, training staff, visiting sites, and ensuring paperwork requirements. The position is central to maintaining quality execution of program activities aligned with our mission of providing healthy meals (snacks, suppers, lunches and breakfast) to at-risk children. The Program Monitor is responsible for delivering and assisting with some nutrition education and lessons for the center's children, parents and staff.

This position requires a highly motivated person with the ability to develop and implement action plans, deliver excellent customer service, monitor document integrity, work with diverse populations, adhere to realistic timelines, coordinate staff, successfully handle multiple projects and deadlines. Position requires a detail-oriented, self-starter capable of working independently, and as part of a team, in a fast-paced, diverse environment.

The Food and Nutrition Program Monitor's Responsibilities include, but are not limited to:

- Coordinate and go to 5-7 visits (3-4 full site reviews and at least 3 technical assistance visit) per week to afterschool sites where snacks and/or suppers are delivered.
- Quality control: Evaluate paperwork completed by site staff and provide direct feedback on proper procedures (Technical assistance to site staff)
- Provide (snack-only) sites with information about suppers/lunches and determine any barriers to receiving suppers. Work with the FLIPANY team to alleviate barriers.
- Maintain all program materials, inventory, procedures guide and files for site caseload.
- Participate in some planning and execution of nutrition education lessons and activities for site staff, children and families.
- Prepare program spreadsheets and reports as per the direction of the Senior Program Manager and Assistant Manager.
- Recruit potential sites for increased program expansion
- Meet monthly department goals
- Establish collaborations with community organizations that could partner with FLIPANY to serve children and families at the site.
- Work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers.

Key Attributes of a Strong Candidate:

- Have reliable transportation
- Comfortable driving long distances and for extended time points
- Strong organization and time management skills
- Strong administrative skills
- Ability to work with low-income, disadvantaged populations
- Ability to accept feedback and make changes accordingly
- Ability and willingness to work occasional evenings and weekends
- Have stellar written communication skills and a comfort with public speaking for diverse audiences
- Capacity to work under pressure, be flexible, manage multiple projects simultaneously, and meet deadlines
- Commitment to accuracy and excellence
- Ability to represent FLIPANY in a professional manner in the community
- Creativity in problem resolution and an open-mind to new ideas
- Have knowledge of and existing ties to a broad and diverse range of community resources
- A self-starter who can work independently as well as part of FLIPANY's team
- Proficiency in computer applications, specifically Microsoft Office, Excel, Outlook, Publisher, etc..)

Qualifications:

- A high school Degree with some post secondary coursework in social work, accounting, child development, psychology and/or related field (Bachelor's Degree preferred)
- Administrative and customer service experience
- Valid Florida Driver's License and access to a reliable vehicle.
- Must be detailed-oriented.
- Proven track record of the above "key attributes"

FLIPANY's mission is to empower youth and adults through physical activity and nutrition programs while raising awareness and creating policy changes for healthier communities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer