



Florida Introduces Physical Activity and Nutrition to Youth

Position Title:	Public Assistance Program Monitor/Case Management
Reports to	Senior Program Manager
Department:	Public Assistance
Position Type:	Full time, Non-Exempt
Area of Service	Broward and Palm Beach County

FLIPANY is a 501c (3) non-profit, community-based agency that serves to empower youth and adults through nutrition and physical activity programs while influencing policy changes for healthier communities. FLIPANY is proud to service the South Florida Community (Miami-Dade, Broward, and Palm Beach County). Our innovative programs fight childhood obesity and hunger by focusing on healthy food preparation, food security, physical education, and access to food.

Position Overview:

The Program Monitor provides support and assistance to the Director and Program Manager. As a sponsoring organization, FLIPANY provides oversight to providers participating in the Child Care Food Program in the areas of program accountability and nutrition integrity. He or she works with a caseload of approximately 35 meal sites to ensure they are accounting for the provided meals appropriately. The responsibilities include communicating with sites, tracking required paperwork, training staff, monitoring sites, 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.

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 Public Assistance Program Monitor's Responsibilities include, but are not limited to:

- Coordinate and go to 3-5 visits (3-4 full site reviews and at least 1 technical assistance visit) per week to meal 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.
- Prepare program spreadsheets and reports as per the direction of the Division Director or Program Manager.
- Recruit potential sites for increased program expansion
- Supervise sites and ensure satisfactory programming
- 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
- 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
- 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"
- Written evidence of Covid-19 immunization from an authorized healthcare provider. (Ex. proof of vaccination card)

FLIPANY reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer

Employee Signature: _____