

# APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *5 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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## **POSITION SUMMARY:**

Under the Direction of the Program Manager of the Necessities of Life Program (NOLP), promote access to food and nutrition education services to people living with HIV/AIDS through the distribution of food and personal hygiene item, coordination of food pantry operations, provide nutrition education to clients and staff and promote our services to the community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist clients with completion of NOLP application forms and related paperwork and data entry.
- Prepare and complete NOLP client eligibility interviews, including scheduling, reviewing NOLP application materials and making an assessment for the purpose of determining eligibility for the NOLP program both within the agency and by outside referral agencies.
- Manage food pantries- assist with the unloading of food deliveries, stocking shelves, and distributing groceries to clients. Ensure that the food pantries are clean and meets health code requirements as mandated by the Los Angeles County Department of Health.
- Provide supervision to interns and volunteers working in the food pantries.
- Work with supervisor to pursue support from community businesses and other possible funding sources to secure support for nutrition education classes and cooking demonstrations.
- Facilitate and assist with the coordination of nutrition education workshops and cooking demonstrations for clients.
- Assist with development of the monthly nutrition education calendar and class materials. Brainstorm ideas with the Nutritionist on ideas for nutrition workshops.
- Conduct 1:1 nutrition screening with clients documenting the encounter using the Nutrition Care Process (NCP), IDNT language and document the encounter following agency protocols.
- Participate in program quality management processes, including evaluating class effectiveness and participating in program community advisory board discussions.
- Analyze NOLP food inventory and purchases using food analysis software program
- Attend community meetings to promote the NOLP program and encourage client referrals
- Participate in events that promote gain of knowledge to support good health outcomes for NOLP's clients.
- Assist with the completion of monthly reports.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

Training and Experience:

Bachelor's degree in health education with an emphasis on nutrition preferred, or documented completion of course work in food and nutrition required and experience in community nutrition and quality control. High School diploma (or GED equivalent) required. Previous experience in HIV social services and nutritional resources in L.A. County preferred. Fluent in Spanish language preferred and ability to present material in Spanish language and translate written material.

Knowledge of:

Food safety, basic nutrition science and terminology, word processing, database operations, spreadsheets, PowerPoint and internet searches, i.e., writing blogs for webpages.

Ability to:

Develop workshop curricula, factsheets and health education materials. Conduct basic nutrition science research for the development of nutrition education materials. Communicate effectively with a diverse population. Identify and update community resources; operate standard office equipment including Microsoft Office (Word, Excel, PowerPoint); and meet assigned deadlines.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 50 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. Position will require local travel to NOLP's food pantry locations. COVID-19 Vaccination and Booster or Medical/Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/veteran.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=58410&clientkey=A5559163F67395E0A2585D2135F98806>