

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.

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*
- *12 Paid Holidays*
- *3 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!

This position will pay \$23.37 - \$27.45. Salary is commensurate with experience.

NOTE: This position works a 4/10 schedule. Tuesday - Friday 8am - 7pm.

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 through

the distribution of food and personal hygiene item, coordination of identifying vendors and purchasing food pantry food stock that meet the dietary requirements of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Analyze NOLP food inventory using food analysis software.
- In partnership with the programs Registered Dietician, develop monthly food menus for the programs food distributions to clients.
- Locate new food vendors, purchasing food stock and entering food acquisitions in the programs computerized inventory software.
- Work with the Program Manager to monitor food expenditures.
- Work with the Regional Food Bank to secure donated and low-cost food items.
- Work with the programs Inventory Specialist to manage food rotation and reduce food waste.
- 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.
- As necessary, assist with the 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, as necessary.
- Provide direction on distribution of food product to program staff.
- 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 NOLPs clients.
- Assist with the completion of monthly reports.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

High school diploma or GED equivalent required. Experience working with vendors and food purchasing preferred; documented completion of coursework in food nutrition and prior experience in community nutrition and quality control preferred.

Bachelors degree in health education with an emphasis in nutrition preferred. 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 also preferred.

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 drivers license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. Position will require local travel to NOLPs food pantry locations.

COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.
Equal Opportunity Employer: minority/female/disability/transgender/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=72493&clientkey=A5559163F67395E0A2585D2135F98806>