



## **Organizational Mission**

Just Harvest educates, empowers and mobilizes people to eliminate hunger, poverty, and economic injustice in our communities by influencing public policy, engaging in advocacy, and connecting people to public benefits.

## **Vision Statement**

Just Harvest dramatically reduces hunger in local communities by empowering people in need to obtain the public benefits that are their right. By educating people about how to hold those in public policy arena accountable for eliminating poverty and hunger, Just Harvest serves as a valuable community resource. As the region's recognized authority on hunger and poverty issues, Just Harvest shapes public opinion on the appropriate role of government in eradicating hunger and poverty. We are the undisputed leaders in this field.

**Job Title:** Food Stamp Specialist

**Job Status:** Non-Exempt, Full-time

**Reports to:** Operations Coordinator

**Positions Supervised:** None

## **Position Summary:**

Assist applicants in applying for food stamps. Conduct community outreach campaigns to alert eligible applicants of the services provided by Just Harvest. This position will also perform duties in our Fresh Access Program and Tax Program as assigned.

## **Essential Functions**

- Demonstrate and reflect the mission and values of Just Harvest.
- Broaden public understanding of Just Harvest anti-hunger and anti-poverty mission through community education programs, media outreach, and publications.
- Conduct pre-application screening for food stamp eligibility of people in need of food stamps.
- Assist clients:
  - In completing food stamp applications.
  - With post-application requirements such as verification of information, recertification of eligibility, and compliance with welfare department requirements.
  - In communications with the Department of Human Services (DHS).
- Call clients at regular intervals (10, 20, 30 days) to monitor the progress of the application and identify and assist with barriers or problems encountered.

- Identify and resolve problems in clients' food stamp applications to assist eligible clients in receiving benefits.
- Interact with DPW caseworkers and other staff to resolve problems facing clients.
- Prepare and distribute community outreach materials to promote food stamp participation.
- Contact and engage local social service agencies, employers, schools, and other organizations to promote food stamp participation among people in need.
- Work with community partners to strengthen collective outreach campaign activities.
- Keep accurate and detailed client service records in both paper files and client databases.
- Contribute ideas or materials to the Just Harvest publications.
- Participate in Just Harvest staff meetings.
- Complete other duties as assigned.

### **Knowledge, Skills & Abilities Required for the Position**

- Ability to
  - Maintain confidentiality.
  - Work as part of a team.
  - Interact/work with people from diverse backgrounds.
  - Be understanding of client's needs.
  - Handle confidential information with discretion.
  - Multi-task.
  - Defuse stressful situations.
  - Work as part of a team.
- Computer literacy, including competency with MS Word, EXCEL, and Access; and knowledge of or ability to learn the Department of Human Services on-line Compass application system.

### **Working Conditions**

- Set work schedule but occasional evening or weekend work.
- Small office setting with limited resources.
- Primarily sedentary work requiring ten pounds or less of exerted force.
- Computer usage that requires repetitive motions.
- Local travel as required.

### **Qualifications**

- Bachelor's degree preferred, but not required.
- Prior volunteer or work experience with community organizations preferred.
- Familiarity with the food stamp and/or welfare system strongly preferred.

### **Compensation:**

\$15.25 per hour, 35 hour work week plus health insurance, and sick, vacation, and personal days.

### **Other Requirements of the Position: None**

**Just Harvest is an Equal Opportunity/ Affirmative Action Employer**

**Just Harvest is a Drug-Free Workplace**

*Approved by the Board of Directors, October 2, 2012*