POSITION: Health Education Specialist (HES)/Nutrition Education Specialist (NES) I, II, or III  
Full-Time / 32-40 hours per week / Benefited / Hourly / Non-Exempt  

RECRUITMENT ID: 652  

LOCATION: Center for Healthy Communities (CHC)  

COMPENSATION: Pay will be commensurate with experience and education  

HES I - $18.00 - $24.30/hour  
HES II - $20.70 - $27.90/hour  
HES III - $23.81 - $32.14/hour  
NES I - $20.00 - $27.00/hour  
NES II - $22.50 - $30.38/hour  
NES III - $25.31 - $35.71/hour  

ESSENTIAL JOB FUNCTIONS: Under the direction of the HES III-IV or Assistant Director of Operations, this Health Education Specialist (HES)/Nutrition Education Specialist (NES) position will be responsible for:  

- Program management that includes supervision of university student staff to plan, conduct, and evaluate health programs utilizing current research-based science, health education strategies and population data;  
- Continual mentoring of students and interns to support academic and professional goals;  
- Coordinating and implementing nutrition and physical activity, and/or food access promotion activities and events for community organizations, county agencies, and school districts in low-income or rural areas;  
- Distributing community and school health-related materials such as brochures, displays, and interactive activities to promote healthy behaviors and advocate for various health policies in high risk areas and food deserts;  
- Preparing and maintaining necessary program, research and contractual documentation as required by funding agencies;  
- Assisting with the assessment of community health needs related to nutrition and physical activity promotion;  
- Ensuring fiscal management of various program budgets, including the monitoring of expenditures and cost effectiveness of programmatic activities;  
- Contributing to CHC general operations and support strategic priorities that do not specifically tie to a funded scope of work (i.e. facilitating intern orientation or staff trainings, professional presentations, organizing hospitality events, etc.);  
- Following funding guidelines, CHC and Research Foundation policies and procedures, and partner requirements.  

In addition to the above general/overarching functions of this position listed above, CHC has specific needs for HES/NES support for our CalFresh Outreach contract. A link to find out more about the program can be found here. The tasks include the following:  

- Assisting with program/fiscal orientation, training and contract management for food access programs;  
- Assisting with staff and intern supervision with CalFresh eligibility criteria and other social service programs, screening, application and recertification processes;  

DISCLOSURE OF CAMPUS CRIME STATISTICS  
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
- Facilitating training and on-going technical assistance with institutions of higher education
- Developing culturally appropriate materials including manuals, newsletter articles, reports and factsheets
- Collecting, reviewing and preparing CalFresh application tracking documents;
- Assisting with mid-year and final contract reports;
- Assisting with necessary programmatic documentation as required by funding agencies;
- Working with university and community partners on food access activities and providing presentations as needed.

The CalFresh Outreach contract will be implemented throughout the state of California and will require regular travel that will be a combination of day and overnight to support our subcontractors.

EMPLOYMENT STANDARDS: All positions require a minimum of a bachelor’s degree in social work, health science, nutrition, or a closely related field. Competency with low-income populations preferred, but not required. Bilingual in Hmong or Spanish and one year of CalFresh/SNAP experience preferred. In addition:

- HES I requires the equivalent of one year full-time equivalent related work experience at CHC or a similar organization
- HES II requires CHES certification or master’s degree in Social Work, Public Health or related field, or 4 years full-time equivalent related work experience at CHC or a similar organization
- HES III requires CHES certification or master’s degree in Social Work, Public Health or related field, or 10 years full-time equivalent related work experience at CHC or a similar organization
- NES I requires a Registered Dietitian (RD) Credential (or eligibility*)
- NES II requires a Registered Dietitian (RD) Credential (or eligibility*) and 2 years full-time equivalent related work experience at CHC or similar organization
- NES III requires a RD Credential (or eligibility*) and 4 years full-time equivalent related work experience at CHC or similar organization. Master’s degree preferred, but not required

* RD “eligible” refers to candidates who have completed a credentialed dietetic internship. An RD “eligible” hire must pass the RD examination within 6 months of hire before the RD status can be counted towards your job classification and/ or pay.

The candidate must possess strong interpersonal, planning, and organizational skills. Professional experience must demonstrate the ability to perform the functions described above as well as the ability to establish and maintain cooperative relationships with California institutions of higher education, county agencies, and community organizations, the campus community and the public; the ability to solve problems by gathering data, reasoning logically and drawing valid conclusions; the ability to supervise staff and communicate verbally and in writing with clarity and proficiency; the ability to be flexible in response to ideas and points of view; the ability to make decisions when necessary and to set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner. The successful candidate must also be able to illustrate substantial experience working with low-income communities In addition, the candidate must possess a valid CA driver’s license, provide proof of automobile liability insurance, and participate in the DMV Employer Pull Notice Program (driving record) during employment. Must also be able to successfully clear a fingerprinting background check (Live Scan) prior to employment.

BENEFITS: Benefits include employer paid life insurance ($50,000) and long-term disability; options for health, dental and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave accrual (12 days/year); employer contributions to your 403(b) retirement plan (up to 8% based on years of service).
APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application (located on our website)
- Cover letter
- Current resume
- Three professional references

APPLICATION DEADLINE: Application deadline is 5:00 p.m. on May 3, 2019. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

For questions, please contact the Research Foundation Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: https://www.csuchico.edu/ufdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.