

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: COMMUNITY HEALTH REPRESENTATIVE

DEFINITION:

Under direction of the Director of Nutrition Services and designated representative of the Youth Empowerment Advisory Council, organizes, develops and monitors the Youth Empowerment project and performs related work as required. The purpose of the project is to implement a youth-led community assessment and action plan to improve the community food environment in the Lemon Grove area.

JOB RELATIONSHIPS:

Has a working relationship with district and school administration, students and staff at district schools, elected officials, community collaborative members, members of community agencies including city government, law enforcement, and mental health agencies.

ESSENTIAL DUTIES:

Responsible for day to day operations of the project.

Working with the Director of Nutrition Services to ensure that all project funds expended are allowable and in compliance with the budget, and required documentation, records and reporting.

Convening and chairing Youth Empowerment monthly meetings including ensuring minutes are taken at all meetings, distributing minutes and other communications.

Reporting project progress and happenings to the Director of Nutrition Services and Youth Empowerment Advisory Council.

Direct coordination of all program activities including working with partners such as local businesses, community organizations, and government, as well as the school district.

Working with the Director of Nutrition Services to sustain the program past the period of grant funding by seeking additional resources to lengthen program through grants, donations and partnerships.

Collection and collation of quantifiable data in conjunction with the project.

Directly implement project activities to successfully complete project's scope of work within timeline.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

Principles and practices of planning, organizing, and implementing programs across a school site or between schools in a public school district and City of Lemon Grove.

Program evaluation procedures and methods.

Building a multiyear strategic program plan.

Pre-adolescent and adolescent growth and development.

Building effective collaborative group for program planning, implementation and evaluation.

School and community organizations operations.

Effective communication methods for a variety of audiences.

Grant writing skills.
Available community resources.
Conducting research-based prevention programs for school-age students and their families.
Conducting effective and results-based meetings.
Building effective partnerships and a professional network.
Budget planning and development.
Time management principles and methods.

ABILITY TO:

Establish positive working relationships with students, parents, staff, administration, businesses and community organizations and their members.
Provide training workshops for students, staff, parents, and community members.
Assist a team in writing a successful grant.
Conduct effective and results-based meetings.
Implement a strategic plan.
Manage resources and a program budget.
Work collaboratively with groups of students, community organizations, businesses, Lemon Grove government and school staff.
Make effective oral presentations.
Manage time, meet deadlines and meet program goals.
Work flexible hours, including evenings and weekends as needed.

EDUCATION:

Master's degree (preferred) or Bachelor's degree in public health, social work, psychology, nutritional sciences, exercise physiology science, or education.

EXPERIENCE:

Four or more years of successful community-based program development and implementation to support services which demonstrate ability to perform essential duties.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License and proof of insurance to perform assigned duties.
District post-offer physical examination and drug screening.
Fingerprint clearance from Department of Justice.
Current x-ray or tuberculin skin test before employment and every four years thereafter.

WORK ENVIRONMENT:

School and classrooms.
Outdoor and indoor settings.
Throughout the Lemon Grove community.
Office and meeting rooms.
Driving and travel to conduct duties.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate computer keyboard and telephone.
Hearing and speaking to exchange information and make presentations.
Seeing to monitor services and programs, read records, reports, rules, policies and other printed matter.
Lifting, carrying, pushing and pulling lightweight materials and records.
Sitting or standing for extended periods of time.

Board approved: May 26, 2009