



### **Food & Nutrition Community Health Worker**

Imagine a place where your talent can make a meaningful difference in our neighbor's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

#### **What you'll do**

We need a passionate individual that wants to help our struggling neighbors find the resources they need in West Virginia. This person should have strong empathy skills, be organized, and strive to meet our vision and mission. You will collaborate with multiple organizations across the state to ensure neighbors get the food and other resources they need to thrive. This position is on-site in Gassaway/Flatwoods, WV.

#### **Here are examples of what you'll be doing everyday:**

- Communicate with neighbors in need while connecting them with organizations such as food pantries near them.
- Collaborate with WV211, United Way, Facing Hunger Foodbank and Marshall University to ensure accessibility and accurate data tracking.
- Consult within the MFB team to create strategies around consistent information flow.
- Keep clear and accurate records of projects

#### **Essential Skills:**

- High School diploma or higher
- Driver's License required.
- Demonstrate passion, focus, and creativity around organizational vision, mission, and values.
- Display a strong work ethic with orientation toward action and continuous improvement.
- Exhibit teamwork by collaborating with others to meet goals.
- Practice effective relationship management with internal and external stakeholders by being relatable and exhibiting a positive attitude.
- Be a trusted member of the community being served and express empathy and understanding of professional conduct.



- A deep understanding of and respect for the diverse backgrounds and experiences of individuals.
- The ability to maintain strict confidentiality in all aspects of work, ensuring that personal and sensitive information is handled with the utmost care and discretion.

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

The pay scale for this role is \$38,500 annually, and the position will work 38-45 hours per week. The benefit package for this position includes 100% company paid health, life, vision, and dental insurance. It includes a 401k program with a match in 30 days. This is a grant funded initiative that will begin July 1, 2025-June 30, 2026, with the opportunity to be renewed annually. Send resume, references, and cover letter to [chad@mountaineerfoodbank.org](mailto:chad@mountaineerfoodbank.org) by June 27.

Hiring will be contingent upon funding at the time of hiring. Funding to extend this position's timeline will be sought but not guaranteed.

Feel free to call or direct any questions about this opportunity to CEO, Chad Morrison at [chad@mountaineerfoodbank.org](mailto:chad@mountaineerfoodbank.org) or 304-364-5518. We look forward to talking to you!

2025/JCM



### Job Description

<b>Job Description Title:</b>	Food & Nutrition Community Health Worker	<b>Primary Supervisor(s):</b>	CEO
<b>Location:</b>	On-site Gassaway/Flatwoods	<b>Travel Required:</b>	Less than 25%
<b>FLSA Classification:</b>	Exempt - Salaried	<b>Position Status (FT, PT, etc.) :</b>	Full-Time
<b>General Workday/Week:</b>	Monday – Friday 9:00-5:00 (5 days per week) w/ exception of Monday- 7:00-4:00	<b>Physical Demands:</b>	Light to medium – See Chart
<b>Required Education and Experience:</b>	High School Diploma or higher education. Experience using strong interpersonal communication skills preferred. Driver's License required.	<b>Safety Sensitive:</b>	No

**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Using hands to finger, handle or feel			X	
Reaching with hands and arms		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing			X	
Tasting or smelling		X		
Driving			X	

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 20 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lighted, heated/air-conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic, and phone conversations.

**Equipment Used:** Computer/laptop, telephone, copier, fax, scanner, printer, and related communications systems.



**Our Vision:**

***We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.***

**Position Summary:**

The Food and Nutrition Community Health Worker (CHW) will work with individuals who contact WV211, Facing Hunger, or Mountaineer Food Bank to request assistance with food insecurity needs. The CHW will work with clients to coordinate referrals and assure access to food sources. The individual in this position may also assist in the coordination of sustainability strategies to address food insecurity and make referrals to 211 to assure other unmet social needs are addressed when they are identified. This position will also require the development of relationships with food pantries and other partners at the community level and may include site visits and some travel. This position is a full-time employee of Mountaineer Food Bank. They will primarily interact with clients via phone, text, and/or virtual encounters and may attend community events offered by their organization. The individual will also meet regularly with Marshall University and CHWs at 211 and Facing Hunger Foodbank.

**Attributes & Values:**

This position requires an individual that is passionate, focused and shows creativity around the Food Bank vision, mission, and values.

- **Motivated-** intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- **Humble-** self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- **Wise-** Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

**Mountaineer Food Bank uses the Working Genius model ([www.workinggenius.com](http://www.workinggenius.com)) to assess and identify attributes for each position based off the WIDGET model.**

**Essential Duties & Responsibilities:**

- Help people identify and access food sources in their community
- Provide social and emotional support
- Link individuals with food related resources and serve as a liaison between individuals and food pantries and/or other community partners supporting the food ecosystem for those with unmet needs.
- Provide ongoing, flexible, accessible support for individuals as their needs change.
- Acts as a bridge between 211, their food bank, individuals, families, and communities.
- A deep understanding of and respect for the diverse backgrounds and experiences of individuals.



- The ability to maintain strict confidentiality in all aspects of work, ensuring that personal and sensitive information is handled with the utmost care and discretion.
- Provides referrals to 211 for access to other unmet social needs.
- Collaborate with teams and leadership to understand the organization's goals and strategy related to meeting our mission and vision ensuring no one in West Virginia goes to bed hungry.
- Collaborate, share, and inform the rest of the organization and board of activities, strategies and information related to the project.
- Develop and manage internal workflows to manage communication of community member's needs.
- Perform other duties as assigned by supervisor and other members of senior leadership.

**Experience:**

- High School diploma or higher education.
- 1-2 years work experience directly with individuals.
- Experience in using interpersonal communication skills (i.e., digital communication skills and phone skills)

**Job Competencies:**

- Demonstrate passion, focus, and creativity around organizational vision, mission, and values.
- Display a strong work ethic with orientation toward action and continuous improvement.
- Exhibit teamwork by collaborating with others to meet goals.
- Practice effective relationship management with internal and external stakeholders by being relatable and exhibiting a positive attitude.
- Be a trusted member of the community being served and can express empathy and understand professional conduct.

**Physical, Mental, & Environmental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting either remotely or at MFB with frequent travel to other locations in MFB's footprint.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit for prolonged periods of time.

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- Occasionally required to operate office equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to twenty-five pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
  - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
  - Possess knowledge of MFB and all programs.

Mountaineer Food Bank is an equal opportunity employer.

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