

**Aurora Area Interfaith Food Pantry**

**Bilingual-Community Impact Director**

**Job Description**

**General Description**

We are searching for a Bilingual Licensed Clinical Social Worker to serve as our Director of Community Impact. This new position will dedicate time, talent, passion, effort, and resources to reaching those who are steeped in poverty and whose lives could be drastically improved by achieving food-security. Responsibilities will be to work one-on-one with pantry clients to assess needs, set goals, and connect them with services while providing case management services. This person will also be responsible for working with at-risk groups, conducting classes, and overseeing the community impact program in general.

In addition to case management duties, the Director of Community Impact will supervise the Community Impact department and oversee a variety of community impact programming.

\*\*This position is a one-year grant funded position. Although we hope to continue this position beyond that period, it will require a renewal of funding or other resources to be allocated.\*\*

**Information about the Aurora Area Interfaith Food Pantry:**

The Pantry was founded in 1981. An economic downturn led to a growing number of people seeking food assistance, often through local churches. Unable to accommodate the growing need, these churches worked with local leaders to help establish a larger community pantry to assist those struggling to make ends meet. The collaboration of people of all faiths – and a desire to serve those in the city of Aurora and beyond – led to the forming of the Pantry.

For decades, the Pantry operated from offices shared with a local homeless shelter. With the need for basic services in Aurora growing substantially during the 2008 recession, it became evident that a larger space – both for food storage and grocery distribution – was needed. With the support of the community, government agencies, and local foundations, Aurora Food Pantry moved to its present location in November 2013. The 18,000 sq. ft. space (six times larger than the previous site) radically improved the distribution process, with benefits including:

* Client-choice market with refrigerator cases and permanent shelving
* A comfortable, indoor client waiting room with children’s play area
* Large storage warehouse with docks for safely unloading deliveries
* Increased refrigerator and freezer space to store fresh foods

Today, the Pantry is one of the largest food pantries in Illinois, distributing over 3 million pounds of food each year to 100,000 unique individuals. With a staff of 10, a crew of over 500 volunteers, and countless community partners, Aurora Food Pantry is dedicated to ending hunger in the community by providing nutritious food in a humanitarian and compassionate manner.

*The mission of Aurora Area Interfaith Food Pantry is to help end local hunger by ensuring that everyone has access to enough nourishing food, thereby helping our overall community stay healthy and productive.*

**Duties & Responsibilities**

The duties and responsibilities of this position shall include, but not be limited to:

* Advocate for the needs of our neighbors during all planning and policy discussions
* Creates program for neighbors that helps them create goals, connect to services, and help them to become food secure.
* Conducts an initial interview with neighbors to determine needs and goals
* Conducts orientation, assessments and generates a tailored service plan that rigorously defines distinct vulnerabilities and needs and identifies the combination of services, resources, and oversight measures that will serve as an effective framework to ensure successful participation in the program.
* Conducts regular and on-going monitoring of each participant through monthly, bimonthly, or quarterly office visits and monthly telephone check-ins. Conducts additional check-ins as needed.
* Develops and maintains accurate and complete case records for all participants from entry to release and in compliance with contractual obligations. Proactively manages cases using all appropriate tools and techniques. Maintains confidentiality of all records.
* Establishes relationships with neighbors and recruits participants
* Collaborates with organizations that have experience connecting families with local community-based organizations (include medical, mental health, trauma informed care, ethnic community groups, religious organizations, educational resources, housing, immigration, and other community-based services)
* Oversee a staff of three including the Community Impact Manager and Community Impact Coordinator, and Education Outreach Manager
* Develops and teaches (or collaborates with other agencies) classes in life skills, parenting, nutrition, health
* Oversee development and management of texting service for delivery for emergency food
* Supervise “Community Collaboration Program” where third-party programs are invited on site to educate program participants on offerings
* Develop a mutually beneficial relationships and specific contacts with other social service agencies in the area
* Research community resources that benefit neighbors and keep up to date resource binder
* Responsible for connecting participants to community resources and outside services while helping to break down any barriers to service.
* May provide transportation for neighbors for participation to and from important meetings
* Develop assessment tool with team to assess needs of those in the community and connect them with services
* Assist neighbors with food pantry Link2Feed and SNAP registration
* Assist Education Outreach with Backpack Program
* Maintain computerized and physical client records, daily activity logs, and other reports as directed
* Assist Marketing staff in Spanish translations
* Track efficacy and success of the program
* Otherwise assist the team of the Pantry with whatever duties and responsibilities are necessary to execute the mission, vision and values of the organization

**Requirements**

All interested candidates should have:

* Licensed Clinical Social worker in Illinois with completed Masters in Social Work
* Warm, approachable demeanor
* Treats all neighbors with dignity, respect, and kindness
* Knowledge of available community resources
* **Excellent communication skills (written and verbal) in both English *and* Spanish**
* Experience with Microsoft Office products including but not limited to Excel, Word and Power Point
* Understands best practices in data management and research
* Tech-savvy and ability to navigate a variety of software and texting platforms
* Great positive attitude with a strong desire to help the most vulnerable populations
* Must be able to work occasional evenings and weekends
* Demonstrated sound judgment and even temperament. Ability to maintain self-control in stressful situations, such as interpersonal confrontations or emergencies. Ability to defuse hostile or unstable situations.
* Ability to deal tactfully with the public.
* Attention to detail.
* Problem solving ability.
* Ability to deal with multicultural contacts with sensitivity.
* Ability to work collaboratively in a team environment
* Reliable personal transportation, and valid driver’s license
* High level of accountability and ability to work independently
* All AAIFP employees are required to be fully vaccinated against COVID-19
* Must pass DCFS and criminal background checks

**Compensation & Benefits**

* Salary range: $59,00-64,000/ year
* BCBS of Illinois Health Insurance Plan
* 401k with employer matching
* Paid Time Off
* Flexible Schedule

**How to Apply**

All interested candidates should email the following to scameron@aurorafoodpantry.org

* Cover Letter
* Resume
* Three references