

Life Skills and Nutritional Care Coordinator
Full-time/Benefits Eligible
Bilingual (English/Spanish) Required
Sunday through Thursday, 10:30am – 7:00pm
Pay Rate: \$24.25/hour (not negotiable)



PLEASE NOTE: if you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

Emergence Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, ableism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

POSITION OVERVIEW

The Life Skills and Nutritional Care Coordinator is responsible for managing the nutritional needs of participants at the emergency shelter. This role involves orienting participants to the shelter environment, managing food inventory, supporting participants in increasing their independence in preparing menus and meals, educating participants on nutrition, and ensuring compliance with health and safety standards. The Life Skills and Nutritional Care Coordinator will also assist participants in utilizing community resources, such as the Community Food Bank, local gardens, farms, and Supplemental Nutrition Assistance Program (SNAP) benefits, while providing life skills education to promote self-sufficiency.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Commits to upholding the agency's mission, vision, community guidelines and values of safety, liberation, responsibility & repair, love, innovation, and joy. We value diversity, inclusion, equity, and belonging in all that we do
- Engage in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change
- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members

- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives
- Assess potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follow all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors.
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet needs of participants and staff
- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

ESSENTIAL DUTIES

- Prepares shopping lists for all food products within shelter budget guidelines
- Collaborates with the Facility Coordinator to ensure the shelter kitchen and pantry are stocked to provide diverse, nutritious meals that meet dietary restrictions and preferences
- Co-creates and shares weekly meal plans that are nutritionally balanced, making updates as needed, and ensuring all meals meet dietary requirements and guidelines
- Assists participants in creating personalized, culturally appropriate meal plans that align with their nutritional needs and preferences
- Visits the Community Food Bank weekly to procure food for the shelter
- Ensures adequate quantities of food items are on hand for meal preparation for the emergency shelter
- Inventories, organizes, and maintains all refrigerators, freezers, and pantry
- Keeps an up-to-date inventory of all pantry items, practicing the first in, first out technique
- Organizes and stores incoming groceries as required by AZ DHS and Pima County Health Department
- Ensures all pantry items are safely stored, dated, and labeled as required by AZ DHS and Pima County Health Department
- Ensures that all kitchen appliances are clean and in working order
- Reports any equipment or appliance malfunctions to the facilities team promptly
- Conducts regular inventory and maintenance of cutlery, plates, and kitchenware, ensuring sufficient supplies are available and all items are in good condition for meal services
- Assures the kitchen and dining areas are maintained in accordance with Pima County Health Department sanitation standards, AZ DHS Licensing Standards, and Emerge's values
- Maintains and stocks breakfast items for the breakfast and coffee bar
- Plans storage, utilization, and distribution of leftover food items to create easy access to shelter participants
- Engages with participants in dialogue about food and trauma, nutrition, self-care, feeding families, shopping on a budget, and low-cost meals
- Provides education to participants on utilizing community resources, such as the Community Food Bank, Market on the Move, local farms, cooking classes, and SNAP benefits

- Supports participants in orienting and integrating into a communal living environment through a trauma-informed care approach
- Provides life skills education and coaching to participants on safe food handling, low-cost meal preparation, cooking, nutrition, food portions, food storage, and cleaning/sanitizing food preparation areas and dining areas
- Assists participants in understanding the communal kitchen guidelines of the program by actively engaging in building life skills around non-violent communication, boundaries, and safety
- Focuses on developing participants' self-esteem and confidence, utilizing a strengths-based approach in preparation for self-sufficiency and independence
- Incorporates trauma-informed care into meal planning and preparation, using food as a tool for healing and empowerment, respecting individual food preferences, and ensuring that all meals are prepared in a way that makes participants feel safe and respected
- Provides Domestic Abuse education related to experiences in the kitchen and/or around food
- Provides referrals and resources to participants
- Completes all documentation thoroughly, accurately, and in a timely manner
- Engages in self-care practices and seeks support as needed

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 1 year of work, professional or life experience (personal), in the following areas:

Note: *Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Applicants will be asked to make direct connections between their work/life experience and the required qualifications. We value the added foundation of formal education, however, any years spent in an educational institution will not count directly toward the number of years required/preferred.*

- Knowledge of the dynamics of domestic abuse and/or sexual violence
- Experience working to support and advocate for survivors of gender-based violence understanding of working with trauma-based reactions/behaviors (particularly during escalated situations/conversations)
- Knowledge of how trauma and intersectionality impacts participants' ability to request and receive support in a non-profit setting
- Demonstrated knowledge and practice working with how gender identity, race, class, ability and sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence
- Demonstrated ability to confront oppressive behavior and comments in any setting
- Ability to examine your own power, privilege, and/or oppressions to work in service of all survivors
- Ability to function in a shelter setting and navigate complex systems with a focus on problem solving and adaptability
- Knowledge of nutrition, food safety, and meal planning
- Ability to manage inventory and comply with health and safety standards
- Strong organizational and time management skills
- Ability to educate and engage with participants from diverse backgrounds
- Familiarity with community resources such as food banks and SNAP benefits

- Ability to communicate, both written and oral, clearly, and concisely. Proficient computer skills including e-mail, calendars, and participant data system
- Ability to work independently and collaboratively, building authentic relationships with team members, supervisors, and participants
- Comprehensive knowledge of the use and care of kitchen equipment, materials, methods used in preparing food on a large scale
- Experience in inventory and ordering procedures
- Successful completion of Pima County Health Department Food Handler's Class
- Successful completion of Community Food Bank Food Safety and Civil Rights Classes through the Community Food Bank
- Knowledge of food values, nutrition, and special dietary needs
- Knowledge of and ability to maintain food safety and sanitation regulations
- Required: Bilingual (English/Spanish)

OTHER REQUIREMENTS

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance (as applicable)

PHYSICAL DEMANDS

- Must be able to sit or stand during an 8–10-hour workday.
- Must be able to lift twenty-five pounds

Emerge is an equal opportunity employer

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