

NUTRITION OUTREACH AND EDUCATION PROGRAM COORDINATOR (SNAP Benefits Counselor)

CIDNY is seeking a Nutrition Outreach and Education Program (NOEP) Coordinator to assist consumers with Supplemental Nutrition Assistance Program (SNAP) screening and enrollment services. In addition, the SNAP Coordinator will provide advocacy and information on the appeals process.

Reports to: Director of Services

Duties and Responsibilities:

- Consumer assessment and service plan development/coordination
 - Conduct comprehensive SNAP benefits assessments relevant to consumer needs
 - Provide information and assistance with enrollment of SNAP benefits
 - Clarify consumer's question on changes to SNAP cash allotments and provide appropriate follow-up information
 - Guide consumers through the SNAP appeals process
 - Collaborate with consumers to formulate and implement appropriate plans of service
 - Analyze and document progress of service plans, including periodic review of plan for appropriate adjustments and ongoing interactions with or on behalf of consumers, as needed
- Crisis intervention
 - Provide appropriate crisis intervention services and guidance to individuals and families as it relates to SNAP benefits; make referrals as needed
 - Advise consumers with critical benefits-related or other issues, such as revocation of existing benefits, denial of desired benefits, etc.
- Information and resource referrals
 - Stay current on services and benefits available to consumers
 - Provide individuals and families with information about and referral to appropriate benefits, entitlements and services relative to their needs
 - Analyze which government and other benefits people with disabilities may be eligible to receive and assist them in applying for those benefits with the consumers, as necessary
 - Work with consumers to ensure they are receiving the services they require, including follow up on referrals made to consumers
- Advocacy
 - Assist consumers in optimizing available information, benefits and services, thus facilitating their active involvement in the achievement of service goals. Encourage, where possible, self-advocacy
 - Act as a liaison and/or advocate with other service or benefits providers for consumers, as necessary
 - Contribute, as needed, to the organization's systems-based advocacy programs by communicating observed barriers/successes related to benefits and services available to people with disabilities, participating in selected advocacy activities and/or identifying consumers' representative of certain systems-based advocacy issues.
 - Attends Funder and Agency's in-service training and unit meetings as well as any other agency-related activities.
 - Perform other program-related duties as assigned.

Education and/or experience required:

- BA or BS Degree, preferred

- At least three years of experience in benefits counseling.
- Excellent oral and written communication skills.
- Experience with public speaking and presenting workshops/trainings.
- Must be computer literate on Microsoft Programs and Internet search use; ability to learn new applications quickly.
- Ability to interact professionally with consumers and colleagues and work independently.
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds.
- Understanding of disability-related issues.
- Bilingual, preferred.

Please send a thoughtful cover letter and resume to Paige Munson, Director of Services, at pmunson@cidny.org. Do not send by fax. Please use the job title in the email's subject line.

ABOUT US

The Center for Independence of the Disabled in New York (CIDNY) is the leading organization serving and representing people with disabilities in New York City. CIDNY's mission is the removal of barriers to full integration of people with disabilities. CIDNY helps people with disabilities to gain the skills and obtain the services they need to live independently in the community. CIDNY advocates for fair and effective policies that improve the quality of life for people with disabilities.

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.