

PITTSBURGH AIDS TASK FORCE

Food Pantry Coordinator

I. Site Information

Site Name and Location:

Pittsburgh AIDS Task Force
5913 Penn Ave.
Pittsburgh, PA 15206

Organization Description and Mission:

The Pittsburgh AIDS Task Force is dedicated to saving, sustaining, and empowering the lives of people living with HIV/AIDS and preventing the spread of infections.

Through compassionate and caring work we respond to the disease in all its diversity by:

- Providing seamless, integrated services to individuals and families living with HIV/AIDS, including direct services, housing, referrals, and advocacy;
- Delivering innovative, targeted outreach and education programs to those at risk of infection;
- Taking leadership in collaborating with other organizations to achieve mutual goals.
- **Provides access to nutritious and medical compatible food for clients living with HIV/AIDS.**

In the tradition of PATF's caring founders, we will continue to employ these ethics and values: *Compassion, Confidentiality, Dignity, Excellence, Integrity, Respect for Diversity.*

PATF is the largest and oldest AIDS service organization in Southwestern PA. We provide case management, supportive services, legal advocacy, food bank, and housing to anyone who is HIV/AIDS positive. Our prevention department conducts HIV testing at our primary site as well as at community locations, including the Allegheny County Jail. Through contracts with the ACHD, the CDC, and SAMHSA we provide a variety of HIV prevention programs throughout the county.

Critical Community Need(s) to be addressed through member service:

A healthy diet improves the quality of life for HIV/AIDS diagnosed individuals and helps them to live with dignity and security. Meeting immediate nutritional and other basic needs is essential in caring for all stages of the disease. Good nutrition helps keep the immune system strong, enabling individuals to better fight the disease. Weight loss, wasting, and malnutrition continue to be common problems for individuals living with HIV/AIDS. Good nutrition helps the body process the many medications taken by people with HIV, and helps to reduce the side effects of medications such as diarrhea, nausea, and fatigue, and with fat redistribution and metabolic abnormalities such as high blood sugar, cholesterol, and triglycerides.

Site Supervisor assigned to support member:

Name/Title/Phone/Fax/Email:

Darrell Phillips, Director of Client Services

412-345-0574; Fax 412-345-7457; dphillips@patf.org

II. Service Description (Remember, a member cannot duplicate services provided by a current employee or that an employee has provided within the past 6 months)

This position will coordinate the work of the PATF Food Pantry. The Food Pantry Coordinator assists PATF clients' in accessing nutritious food and remaining active participants in PATF services. The Food Pantry Coordinator will have responsibility for food pantry educational services, paperwork, coordination of volunteers and documentation.

Service Activities/Responsibilities: (be sure to include numbers, amounts, and time lines)

1. Provide education and materials for clients regarding food and medication interactions.
2. Develop collaborations with other rural & Allegheny county food pantries.
3. Development and coordination of appropriate educational, nutritional, and cooking programs through Greater Pittsburgh Community Food Bank, drug company representatives, and local retail grocery providers.
4. Manages volunteers to assure they maintain a clean, orderly, client centered environment consistent and fair for all clients utilizing the pantry.
5. Maintaining food pantry operations by tracking inventory, timely ordering of inventory, and assuring volunteer stocking of pantry inventory.
6. Coordinate volunteer coverage for the Pantry through communication with agencies that provide the volunteers.
7. Provide Director of Housing and Case Management with daily pantry paperwork for processing.
8. Maintenance of adequate supplies of pantry items to provide clients with healthy nutritious choices.

9. Manage volunteers to assure set-up and cleaning of client hospitality suite on food pantry days.
10. Manage volunteers to assure set-up and cleaning of refreshments for weekly client support groups (Mondays 10a-12p).
11. Manage volunteers to insure that lobby, agency entrance, and pantry are vacuumed and all pantry trash is removed daily.
12. Weekly Supervision with Director of Housing and Case Management.
13. Informing Client Services staff regarding client issues (90-day updates, closed files, client issues, etc.)

Overall Service Goals: *(be sure to include numbers, amounts, and time lines)*

PATF's Food Pantry provides food to over 400 clients in a seven county region of Southwestern Pennsylvania. The food pantry coordinator will provide workshops on a monthly basis to approximately 20-30 clients, as well as creation and distribution of educational material to over 400 clients via the food pantry.

Outcome Measures: *(be sure to qualify what measurable impact the member will have through service at Partner Site)*

Member's services will allow PATF to provide additional access to nutritious food by extending hours of operation to meet the needs of clients who are unable to visit the pantry during current hours of operation. Additionally, by conducting monthly educational workshops, and providing educational material, the Member will assist newly diagnosed clients and long term survivors with the most relevant and current information regarding food and HIV/AIDS medications interactions.

III. Performance Measures: The PHC AmeriCorps program is based on National Health Corps Performance Measures. Each PHC member should provide services that fall in at least one of the NHC Performance Measures below:

1. Access to Care

Does your service position include assessing eligibility for, completing paperwork for, and enrolling community members in adult/child health insurance and/or patient medication assistance programs?(please check one) X YES NO

This position will assist clients in accessing PATF services to include the Coordinated Care Pharmacy, Medical Case Management and Supportive Services. This position is the "gateway" to inform Client Services staff of identified/disclosed client needs in weekly departmental meetings.

If "yes", please provide site specifics and explain the details regarding how the member will provide service with these programs:

2. Individual & Group Health Education Instruction

Does your service position include any of the following:

Teaching workshops, one on one sessions, and organization of educational literature and materials. (please check one) X YES □ NO

If "yes", please provide site specifics and explain the details regarding how the member will provide health education:

PATF receives many requests by clients to provide information regarding how to prepare nutritious meals and which food will have an impact on the various

HIV/AIDS medical regimes. Clients often have specific health related questions/concerns regarding chronic health issues independent of their HIV/AIDS.

3. Health Screening, Testing & Immunization

Does your service position include the member organizing, coordinating, promoting and/or participating in health screenings, testing and immunization campaigns for HIV/STDs and other communicable diseases, BMI, blood pressure and other issues that respond to local needs? (please check one) X YES NO

If “yes”, please provide site specifics and explain the details regarding how the member will provide service relating to health screenings, testing, and immunization:

This position coordinates activities that will assist over 400 persons monthly in becoming informed about nutrition and HIV/AIDS. It is expected that the Health Corp member will provide monthly workshops with clients focusing on preparation of meals that are affordable and medically compliant.

4. Health Information & Outreach Material Distribution

Does your service position include the member distributing health education and outreach materials to individuals in underserved populations? (please check one) X YES NO

If “yes”, please provide site specifics and explain the details regarding the information that will be distributed and how it relates to the services provided by the site as a whole:

75 client contacts will be made weekly, 300 client contacts monthly and 3,600 client interactions annually. This position will design and develop brochures, and flyers to provide clients with resources and access to services in Southwestern Pennsylvania.

5. Promotion of Health Professions

Does your service description include giving the member the opportunity to be trained on health professions, health care settings, health care education opportunities, the healthcare needs of the underserved, health disparities, cultural competency, and various health related topics such as tobacco, asthma, hypertension, nutrition and HIV/AIDS? (please check one) X YES NO

If “yes”, please provide site specifics and explain the details regarding how the member will be trained, gain experience in the health related topics mentioned:

Member will be provided with training and certification in HIV/AIDS testing and counseling as well as training in the specifics of HIV/AIDS in an HIV/101 workshop. Member will also be provided ongoing training in food pantry operations.

IV. Logistical Information

Expected Schedule for Providing Service at Site:

This position will be available two evenings per week (Tuesday and Thursdays) from 11a-7p, and Monday, Wednesday, and Friday from 9a-5p.

Orientation Plan:

Member will be given HIV CTR training by a certified trainer. HIV 101 training will be provided by appropriate PATF staff.

Orientation to PATF, our policies and practices, will be provided during the first week the member is available to PATF. This orientation will include visits to all of our partner agencies and locations.

Service Location(s) if different from site address:

Onsite in the agency building located at: 5913 Penn Avenue, Pittsburgh, PA 15206

Additional Info (parking, transportation, ID, etc.):

Many public transit buses stop directly in front of PATF and the busway is only 2 blocks from our office. Parking is in public lots unless member finds free parking spaces on surrounding streets. Business cards, office keys, etc. will be provided.

Member Qualifications:

- Bachelor's Degree in nutrition, social work, public health, nursing, or related field.
- Ability to communicate with staff and clients in a professional manner.
- Understanding of HIV, nutrition, public education.
- Ability to work well with diverse client, volunteer, and staff population.
- Current or previous experience in retail or similar volunteer experience helpful.

Note: This job description is subject to change and is not "all inclusive." Duties may be added or deleted as necessary.