



POSITION: RESEARCH SPECIALIST
PROGRAM: NUTRITION EDUCATION AND OBESITY PREVENTION (NEOP) PROGRAMS
REPORTS TO: NUTRITION, HEALTH AND WELLNESS (NHW) PROGRAM MANAGER
STATUS: FULL-TIME (LIMITED TERM UNTIL SEPTEMBER 30, 2018)
RATE OF PAY: \$21.26 PER HOUR - \$27.62 PER HOUR
APPLY BY: FRIDAY, SEPTEMBER 22, 2017 BY 5PM

POSITION SUMMARY

Under general supervision, the Research Specialist will assist with the evaluation of the Nutrition Education and Obesity Prevention (NEOP) programs, funded by the County of Orange Health Care Agency. The Research Specialist will evaluate nutrition education and physical activity promotion interventions, and lead Policy, Systems, and Environmental Change efforts in a variety of community channels in the cities of Anaheim and La Habra. Evaluation methods can include process and impact evaluations, pre and post tests, surveys, focus/discussion roundtables, and more. Additional duties include providing direct and indirect nutrition classes and attending events to provide nutrition education information. Funding is for one year, with the possibility of a second year. **A computer literacy test will be administered. Must pass test to be considered for interview. Certified Health Education Specialist (CHES) credential required. Must provide proof of credential at time of interview.**

DUTIES & RESPONSIBILITIES

1. Create and implement evaluation tools.
2. Assist with development and implementation of program procedures and evaluation methods to ensure program goals are met.
3. Monitor and evaluate activities. Set and/or adjust timeframes to complete program objectives as directed.
4. Using various computer databases to complete reports as directed.
5. Analyze data results/information and create reports as required by the contract or as needed by program staff.
6. Input all evaluation tools and results on a data system (Statistical Package for the Social Sciences (SPSS) and/or Excel).
7. Maintain tracking systems; maintain information, records and files. Maintain and reconcile inventory.
8. Assist Program Manager and Program Coordinators with preparation of reports in accordance with pre-determined forms and procedures.
9. Provide backup coverage and general support for activities, such as nutrition education classes and events.
10. Formulate program recommendations based on evaluation results.
11. Work as part of a team to ensure approved scope and objectives are met.
12. Other duties may be assigned.

MINIMUM QUALIFICATIONS

Applicant must possess a general knowledge of:

1. Experience with planning and creating evaluation methods and tools.
2. Experience with analyzing data and statistical analysis.
3. Knowledge of nutrition, health, and poverty issues.
4. Planning and organizational techniques to develop and implement action plans. Working efficiently with demanding time constraints.
5. Record keeping principals and methods.
6. Application of program rules, regulations, procedures and eligibility of program operations.
7. Proficiency with Microsoft Office, database management programs and researching. Preference of knowledge with SPSS and Excel. **A test will be given to determine computer literacy.**
8. Must have English communication skills.

APPLICANT MUST POSSESS THE ABILITY TO:

1. Effectively implement evaluation tools. Strong organizational, analytical and researching skills.
2. Ability to independently prioritize workload, be self-directed, meet deadlines, and exercise considerable judgment.
3. Demonstrate project management, organization and computer skills.
4. Perform mathematical skills sufficient to create compose or compile information and data for reports, forms or presentation. **Position requires computer literacy** and use of portable devices including, but not limited to: PC, laptop, printer, projector, cell phone and copier.
5. Work a flexible schedule, weekends and/or evenings as needed.
6. Communicate effectively in writing and orally with staff, clients, partners and the public to explain program; analyze and interpret nutrition education messages; complete reports; understand and follow program regulations and procedures.

7. Demonstrate a clear, concise and effective command of the English language, both oral and written. Produce error free documents.
8. Lift forty (40) pounds (boxes, paper goods, materials).
9. Possess a valid California Driver's License, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.
10. Fluently speak, read, and write **English required, Spanish preferred.**

EDUCATION & EXPERIENCE

Minimum Required: Bachelor's degree in Community Health, Health Education, Health Sciences, or Public Health from an accredited university with a minimum of 6-12 units focused on evaluation and statistical measures. Must possess active Certified Health Education Specialist (CHES) credential.

Preferred: Minimum requirements plus 2-4 years or more related experience.

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at hr@capoc.org or visit www.capoc.org to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete application will not be considered.** Facsimile (Fax) copies at (714) 894-5404.

MEDICAL EXAMINATION

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass as drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** - Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

Updated: 9/8/17 Posted: 9/8/17
File: Research Specialist-CHES

Community Action Partnership of Orange County
11870 Monarch Street
Garden Grove, CA 92841