Position Information

Internal Team:* SL-CH&W-Health Education-141210
Job Code/Employee Classification:* SSP III

MPP Job Code: Job Code: 3084

Position Number: Health Educator

CSU Working Title:* Basic Needs Coordinator - Template

Reports To: AVP Health & Wellbeing

Campus:* San Luis Obispo

Division:* Student Affairs

College/Program:* Campus Health & Wellbeing

Department:* Campus Health & Wellbeing - 205700

FLSA Status:* Exempt

Sensitive Position:

Yes  No

Job Summary/Basic Function:* The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

Under the general supervision of the Director of Wellbeing, the Basic Needs Coordinator is responsible for coordinating the day to day operations of various Basic Needs programs and services at Cal Poly. The Basic Needs Coordinator has direct oversight of Campus Health & Wellbeing's Basic Needs program and serves as a liaison to a wide range of services that make up the Basic Needs Initiative.

The primary purpose of this position is to guide the growth and development of student support and care navigation. The position will develop and deliver campus-wide training programs and outreach, while coordinating campus and community partnerships to ensure students are able to access services such as the Cal Poly Food Pantry, the Meal Voucher Program, the Cal Fresh Outreach program, the Community Garden and Farmers Market. The Coordinator will raise awareness and develop strategic initiatives related to student basic needs issues on campus, collaborating with various departments across campus and within the community.

Minimum Qualifications:* Bachelor's degree and five years of professional experience in one of the student services program areas or in a related field; OR a Master's degree and four years of experience.

PD No.: PD-933
**Required Qualifications:**

- Thorough knowledge of the principles of individual and group behavior.
- General knowledge of the principles, practices and trends of student basic needs.
- General knowledge of individual counseling techniques.
- Working knowledge of general student services programs on a college campus.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to advise students individually and in groups on complex student-related matters.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Demonstrated skill planning and implementing co-curricular programs, events, or trainings.
- Ability to demonstrate sensitivity and commitment to issues of diversity, equity and inclusion.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent interpersonal and written and verbal communication skills. Thorough knowledge of English grammar, spelling and punctuation.
- General knowledge of the application of FERPA and other higher education law and policies.
- Excellent public speaking skills working with small and large audiences.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**Preferred Qualifications:**

- Master’s Degree from an accredited college or university in a related field social work, community health, higher education, human services, or related field.
- Experience within a higher education setting.
- Experience working with college-aged students.
- Experience with grant writing and grant management.
- Experience developing and launching new initiatives.
**Special Conditions:**

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work additional hours, occasional holidays and weekends, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**License / Certification:**

Must obtain ServSafe Certification within the first 90 days of hire.

**Mandated Reporter:**

California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**NCAA:**

- Yes
- No

**Conflict of Interest:**

None

**Supervises Employees:**

- Yes
- No

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**Job Duties**
### JOB DUTIES

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Serves as the primary contact and coordinator for the Cal Poly Basic Needs Initiative.</td>
<td>Essential</td>
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<td>Oversees the Cal Poly Food Pantry, the Community Garden, and the Cal Poly Farmers Market and Food Distribution Site.</td>
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<td>Conducts training and outreach to students, faculty, and staff, to raise awareness of Basic Needs efforts as well as on- and off-campus services including food, housing, health and financial resources to support student success.</td>
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<td>Serves as liaison by establishing and maintaining positive working relationships and partnerships with a variety of on- and off-campus partners and service providers.</td>
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<td>Completes administrative duties, and assesses and evaluates services.</td>
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<td>Maintains and updates content for website, outreach and social media accounts.</td>
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<td>Conducts analyses, prepares reports, and manages information within various databases.</td>
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<td>Develops and delivers creative and engaging programs, presentations and trainings designed to raise awareness and educate the campus community on topics related to the basic needs of students.</td>
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<td>Ensures compliance with programming stipulations within the CSU system-wide Basic Needs Initiative.</td>
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<td>Develops, maintains, and coordinates the Cal Poly Basic Needs Taskforce and collaborative programs.</td>
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<td>Represents Campus Health &amp; Wellbeing on various campus and community committees.</td>
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<td>Assists Campus Health &amp; Wellbeing with outreach events and designing and developing innovative programs.</td>
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<td>Recruits, trains and supervises volunteers.</td>
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<td>Perform other job-related duties and Student Affairs special projects and activities as assigned.</td>
<td>Marginal</td>
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<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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