

California State University, Fresno Foundation

PROGRAM ASSISTANT (NUTRITION) – WAYFINDERS

JOB ANNOUNCEMENT: #25-674

<p>POSITION SUMMARY:</p>	<p>Part-time, non-benefited position for the Wayfinders Program with California State University, Fresno Foundation. The Program Assistant (Nutrition) will provide support to the Independent Living Coordinator (ILC). The Program Assistant (Nutrition) advocates for, facilitates, and supports the Wayfinders students in their nutritional efforts. Applicant must demonstrate a passion and ability to relate to individuals with intellectual/developmental disabilities. They must have a strong interest in improving the lives of individuals with disabilities as well as highly motivated to collect data as it pertains to student progress in meeting their nutritional goals. Assignments will rotate as needed for proper staffing of student activities, work schedules and trainings, including weekdays, evenings and/or weekend hours. Applicant must be flexible to take on varied job duties, such as assisting students with chores, budgeting and apartment mediation related tasks to help provide assistance to the residential team. This position will require an individual who is self-motivated, creative and efficient to help students meet their residential goals, especially within the area of nutrition.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Under the direction of the Wayfinders Independent Living Coordinator, the Program Assistant (Nutrition) will be responsible for the following duties and responsibilities.</p> <ul style="list-style-type: none"> • Oversee and assist students in their personal development and self-awareness of nutritional concepts • Assist the ILC to develop and implement residential nutritional benchmarks and evaluation procedures • Train and supervise student coaches in nutritional skills as necessary • Coordinate support services for students and fill in for ILC and student coaches as needed • Teach Wayfinders nutrition workshops, ensure that workshop lessons translate into hands on experience and relevant nutritional goals • Assist the ILC with student budgeting workshops, meal planning and grocery shopping support, coach/student interactions • Assist ILC with student and coach scheduling • Facilitate data input into Therap of all pertinent student behaviors, skills and daily living activities/assessments • Provide guidance to assist students in planning and implementing nutritional goals • Implement community integration activities as it pertains to nutrition such as using public transportation (bus, UBER) to go to the grocery store, store mapping, etc. • Responsible for student safety and welfare while assigned to the program. • Respond to emergency situations, as needed in collaboration with Wayfinders Staff • Perform all other duties as requested
<p>POSITION REQUIREMENTS:</p>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree in Food Science, Nutrition, Culinary Arts, Food Technology or related field to nutrition (highly preferred) • Minimum three (3) years experience working with young adults with intellectual disabilities • Minimum three (3) years experience in teaching nutrition skills • Knowledge of general office procedures and practice • Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy

	<ul style="list-style-type: none"> • Proficient computer skills • Ability to maintain a high level of tact, diplomacy and confidentiality • Ability to work effectively with a diverse population • Outstanding written, oral and interpersonal communication skills • Effective skills in interpreting and communicating procedures, policies, information, ideas and instructions of both private and government agencies • Ability to manage aspects of program budget, as well as to reinforce student understanding of budget process • Utilize critical thinking and problem solving skills while working with students and personnel • Demonstrate excellent organization skills
COMPENSATION:	\$20.00 per hour. This is a part-time, non-benefited position.
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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