POSITION DESCRIPTION

NUTRITION EDUCATION ASSISTANT (NEA) - Adult

OKLAHOMA COOPERATIVE EXTENSION SERVICE (OCES)

COMMUNITY NUTRITION EDUCATION PROGRAMS (CNEP)[1]

I. Working Authority

Oklahoma State University; Division of Agricultural Sciences and Natural Resources; Cooperative Extension Service and College of Human Sciences

II. Nature and Purpose

Provide practical nutrition education to limited income adults for the purpose of improving their eating habits and use of resources to acquire food.

III. Major Responsibilities

A. Learner

- Understands basic nutrition guidelines
- Show interest in nutrition, food safety, food resource management, and physical activity.
- Participate actively in regularly scheduled in-service and additional educational opportunities.
- Understand job duties and program guideline boundaries.
- Accept new information and knowledge provided through or approved by OCES.

B. Teacher

- Assess learner's needs and interests to develop teaching plans.
- Present information to learners in an organized fashion.
- Present accurate and updated nutrition information to learners.
- Communicate clearly so that learners understand the lesson.
- Demonstrate effective teaching methods by learners showing positive behavior change of 95% or better on evaluation reporting system.
- Graduate more than 70% of enrolled participants.
- Review the previous lesson and give constructive and positive feedback to learners.
- Adapt to each teaching/learning situation.
- Adopt or incorporate new concepts approved for teaching by supervisor.

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[1] Expanded Food & Nutrition Education Program (EFNEP) and Oklahoma Nutrition Education (ONE) Program

- Present information in different ways for learners and return to previous lessons to reinforce behavior change as needed.
- Safeguard and maintain confidentiality of learners and program information.
- Conduct (a minimum of two) food experiences or food preparation demonstrations with participants prior to graduation.

C. Evaluator

- Conduct an entry food recall and behavior checklist on all participants.
- Conduct an exit food recall and behavior checklist on all graduates.
- Conduct intermediate food recalls as directed by Area Coordinator.
- Conduct accurate and detailed food recalls utilizing food recall kit.
- Collect success stories and positive program satisfaction surveys from participants and collaborating agencies.
- Review teaching record, food recalls and behavior checklists of enrolled learners to determine:
  - appropriate nutrition goals,
  - recommended graduation status, or
  - removal from the program.

D. Manager

- Maintain an appropriate participant caseload based on length of experience, assigned location and individual/group learner ratio. (The caseload goal is determined in management conferences with the Area Coordinator, which could include number of groups, graduates or percent time teaching.)
- Complete all required paperwork.
- Submit accurate paperwork by the deadline.
- Organize duties for efficient use of resources:
  - teaching materials
  - travel (documents and reports travel accurately and in a timely manner)
  - time
  - office supplies.
- Work with agencies and Area Coordinator so that appropriate group sizes and program delivery methods provide the best possible learning environment for participants.
- Arrive on time and prepared for appointments, meetings, and in-services.
- Demonstrate basic computer skills including email, accessing the Internet, file management, and data entry.
- Use technology and program equipment and materials appropriately and for work purposes only.
- Understand and comply with data security policies.

E. Recruiter

- Understand and support the goals of the Oklahoma Cooperative Extension Service and Community Nutrition Education Programs.
- Demonstrate enthusiasm for the program and impact on enrolled learners.
- Recruit new program participants by promoting the Oklahoma Cooperative Extension Service's Community Nutrition Education Programs in appropriate areas.
- Work with other agencies and neighborhood leaders for referrals.
- Recruit new program participants from currently enrolled families/households.

F. Relationships

- Comply with the provision of Titles VI and VII of the Civil rights Act of 1964, Title IX and all previous and subsequent legislation regarding nondiscrimination.
- Work with main partnering agencies to document non-discrimination efforts.
- Comply with the Oklahoma Cooperative Extension Service/CNEP Memorandum of Understanding(s).
- Represent the Oklahoma Cooperative Extension Service, positively and professionally.
- Work cooperatively with supervising Area Coordinator, CNEP coworkers, County Extension Director and County Extension coworkers, such as Extension Educators and secretaries.
- Positively mentor new co-workers as directed by Area Coordinator.
- Respect diversity and value people's differences.

IV. Accountability

- Arrive on-time for work, appointments, meetings, and in-services.
- Report to the supervising Area Coordinator and County Extension Director.
- Participate in regular management conferences with the Area Coordinator when requested.
- Participate in teaching visit observations conducted by the Area Coordinator and/or County Extension Director and/or Family and Consumer Sciences (FCS) Extension Educator when requested.
- Accept programmatic suggestions and directions from the Area Coordinator and administrative suggestions and directions from the Area Coordinator and County Extension Director.
- Participate in an annual performance appraisal with the CNEP Area Coordinator and County Extension Director and/or Family and Consumer Sciences Extension Educator.
- Participate in weekly office conferences as requested by County Extension Director.

- Report to a County Extension Director and/or Extension Educator for daily supervision if appropriate.
- Maintain a safe and secure work environment.
- Use good judgment concerning health and personal safety at work.

V. Qualifications

A. Education

- Hold a high school diploma or GED
- Satisfactorily complete required 120 hours of orientation in-service within the first five weeks of employment. Topics include policy and procedures, nutrition, teaching methods, recruitment, cultural competence and record keeping.

B. Abilities

- Perform job duties and responsibilities.
- Work independently with confidence.
- Exhibit trustworthiness, honesty, resourcefulness and cooperative behavior.
- Present a well-groomed and appropriately dressed appearance.
- Use good judgment about health and personal safety at work.
- Work non-traditional hours as designated by supervisor.

C. Transportation

- Provide and maintain reliable transportation.
- Maintain vehicle insurance verification according to state laws.

VI. Approval

10/1/2012

Jorge H. Atiles — Date

Associate Dean for Extension Engagement,
Assistant Director, Oklahoma Cooperative Extension Service-FCS

10/1/2012

Nancy Betts — Date

Professor, Jim and Lynne Williams Professorship
Nutritional Sciences, Department Head