

POSITION DESCRIPTION

NUTRITION EDUCATION ASSISTANT (NEA)- YOUTH 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 nutrition education to low-income youth for the purpose of improving their eating habits.

III. Major Responsibilities

A. *Learner*

- Understand basic nutrition guidelines.
- Show interest in nutrition, food safety, 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*

- Conduct nutrition lessons in schools, churches, community centers, children's day care centers, housing projects, parks, group homes and other suitable locations.
- Use teaching methods fitting for the age, culture and developmental stage of the learners.
- Involve learners in activities.
- Conduct (a minimum of one) food experience or food preparation demonstration with learners.
- Teach accurate and current nutrition information provided by the supervising Area Coordinator and/or approved in-service education.

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

- Demonstrate resourceful and creative teaching skills approved for teaching by Area Coordinator.
- Communicate ideas clearly so all learners understand.
- Review the previous lesson and give constructive and positive feedback to learners.
- Demonstrate good human relations skills.
- Exhibit patience and acceptance of learners.

C. *Evaluator*

- Collect 100% of pre and post test evaluations or other approved evaluation.
- Safeguard and maintain confidentiality of learners and program information.
- Understand and comply with data security policies.
- Be involved in collecting success stories from participants, teachers or collaborating agencies.

D. *Manager*

- Maintain an appropriate caseload based on length of experience, assigned location and number of low-income classrooms/sites as determined by Area Coordinator. (The caseload goal is determined in management conferences with the Area Coordinator).
- Schedule and plan for upcoming assigned nutrition lessons and events.
- Work with schools and/or agencies so that appropriate group sizes and program delivery methods provide the best possible learning environment for participants.
- Fulfill program requests promptly.
- Complete and submit all required paper work by the deadline.
- Organize duties for efficient use of resources:
 - teaching materials
 - travel
 - time
 - office supplies
- Demonstrate necessary basic computer skills.
- Use technology and program equipment and materials appropriately and for work purposes only.

E. ***Recruiter***

- Understand and support the goals of the Community Nutrition Education Programs and Oklahoma Cooperative Extension Service.
- Demonstrate enthusiasm for the program and impact on enrolled learners.
- Identify and complete program contacts to enroll low-income youth within the assigned area.
- Work with other agencies and neighborhood leaders to increase program participation.

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 Oklahoma Cooperative Extension Service/CNEP Memorandum of Understanding(s).
- Represent Oklahoma Cooperative Extension Service, positively and professionally.
- Work cooperatively with co-workers, secretary, supervising CNEP Area Coordinator and other Extension staff.
- Positively mentor new co-workers as directed by supervisor.
- Respect 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 conferences with the supervising Family and Consumer Sciences (FCS) Extension Educator and Area Coordinator when requested.
- Participate in teaching visit observations conducted by the Area Coordinator and/or Extension Director and/or Family and Consumer Sciences Extension Educator when requested.
- Accept programmatic suggestions, constructive criticism and directions from Area Coordinator and administrative suggestions and directions

from the Area Coordinator and/or County Extension Director/or Family and Consumer Sciences Extension Educator.

- Participate in an annual performance appraisal with the supervising Area Coordinator, County Extension Director and appropriate County Extension Educator(s).
- Participate in weekly office conferences as requested by County Extension Director.
- Report to a County Extension Educator and/or FCS Extension Educator for daily supervision if appropriate.
- 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. Training topics include policy and procedures, nutrition, teaching methods, recruitment, cultural competence and accurate record keeping within the first five weeks of employment.

B. Abilities

- Perform job duties and responsibilities.
- Work independently with confidence.
- Exhibit trustworthy, honest, resourceful and cooperative behavior.
- Present a well-groomed and appropriate dress 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



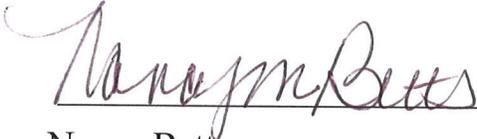
Jorge H. Atilas

Associate Dean for Extension Engagement,

Assistant Director, Oklahoma Cooperative Extension Service-FCS



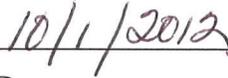
Date



Nancy Betts

Professor, Jim and Lynne Williams Professorship

Nutritional Sciences, Department Head



Date