A. Introduction:

The EFNEP Program Assistant I is a staff member of the University of Hawaii, College of Tropical Agriculture and Human Resources (CTAHR), Human Nutrition, Food and Animal Sciences, Cooperative Extension Service.

The function of the Expanded Food and Nutrition Education Program (EFNEP) is to assist low income families with children in acquiring the knowledge, skills, behaviors and attitudes necessary to improve the family’s diet and enhance personal development. The primary purpose of a Nutrition Program Assistant (NPA) is to deliver a series of lessons on the basics of good nutrition, food budgeting, food shopping, food preparation, and food safety to clients in individual settings and in groups. Every NPA is expected to meet with personnel of agencies who work with the EFNEP target audience for referrals.

B. Job Duties:

The work schedule is flexible to meet the program needs (Monday – Saturday, 8 a.m.–8 p.m.). Approximate time spent per area, may include, but is not limited to:

1. ADMINISTRATION (15-20%)
   - Personal paperwork: accurately completes program data records, mileage, and Expenditures forms; submitted by monthly deadlines
   - Staff meetings and training: attends and participates in staff meetings, training and in-service events, and program evaluation process
   - Team administrative assignments
   - Information sharing of best practices

2. SERVICE DELIVERY to Adult and Youth Programs (55-60%). Most PA’s will service a combination of youth and adult clients:
   - Completing accurate family records, agency contact listing, group attendance records, teaching plans, etc.; submitted monthly by deadlines
   - Preparing for and delivering consumer food education programs in group settings (adults and youth)
   - Demonstrates and teaches nutrition education, resource management and food safety lessons
   - 100 minimum enrolled participants per year per adult FTE
   - Minimum of 60 participant graduating per FTE, 4-6 lessons per graduated participant (70% will demonstrate appropriate knowledge, skills and behaviors)
   - 2-3 youth groups, grades 4-6 and above. Minimum 100 enrolled per youth FTE, with minimum 60 graduating. 3-6 lessons per group, with 50% demonstrating improved knowledge, skills and behaviors)
   - Information sharing of best practices and food and nutrition programs
   - Demonstrations, i.e. recipes, shopping, reading directions
3. COMMUNITY RELATIONS (15-20%)
   - Recruiting to meet caseload requirements (60-70 new families per year)
   - Networking and establishing collaborations with referral agencies
   - Relationship maintenance and professional courtesy with agency contacts
   - Working with youth program staff to schedule youth programs
   - Information sharing of best practices

4. SPECIAL ASSIGNMENTS (5-10%); as assigned
   - Individual projects
   - Material development and field testing
   - Team support services delivery
   - Other duties as assigned by Program Coordinator

C. Supervision received: The EFNEP Program Assistant is supervised by the EFNEP Coordinator. Periodic site visits by the Coordinator facilitate performance assessment. Concerns are directly discussed by Coordinator and Program Assistant.

D. Relationships: The EFNEP Program Assistant works with other EFNEP Program Assistants as team members, referrals and best practices are shared. Program Assistants work in collaboration with community agencies to provide group consumer nutrition lifeskills education in appropriate ways that best meet clientele needs and minimize program duplications.

E. Mode of Operation: The EFNEP Program Assistants reside in and are assigned to the communities they serve; they must be familiar with the culture and conditions of clientele in that area. Program assistants must be available to work Monday to Saturday, 8 a.m. to 8 p.m. with flexibility in their schedules to meet program needs. EFNEP Program Assistants work from their homes unless directed otherwise and keep program equipment, educational supplies, and program records clean, confidential and organized.

F. Minimum Qualifications
   I. Knowledge:
      a. Knowledge of basic mathematical calculations (i.e. addition, subtraction, multiplication, division, fraction, percents, unit prices)
      b. Knowledge of appropriate food handling and preparation skills
   II. Skills/Abilities
      c. Ability to communicate well (orally and in writing) in English and complete basic record keeping
      d. Able to work under supervision & to follow basic program policies and procedures
      e. Able to function as part of a team
      f. Possess valid Hawaii driver’s license, automobile insurance, and daily use of a car
      g. Able to work enthusiastically, friendly, honestly, reliably and creatively in an organized fashion
      h. Able to take initiative in making agency and client contacts
      i. Able to accept and act on constructive criticism
   III. Education
      j. High school diploma or equivalent
   IV. Experience
G. Desirable Qualifications
I. Knowledge:
a. Knowledge of current lifestyle recommendations
II. Skills/Abilities
b. Basic computer skills i.e. MS Office (Word, Excel, Powerpoint)
III. Education
IV. Experience
c. Previous experience working with a food and nutrition program
d. Working in an assistance program serving low income families with children.

NOTES:
1. Hours. PA’s will start at 0.5 FTE (20 hours per week). The hours worked are flexible but you are expected to be available between Monday – Saturday, 8 a.m.–8 p.m., depending on program needs.
2. Client recruitment. PA’s are expected to recruit at least 100 clients per year, which will normally be a combination of youth and adult, depending on FTE.
   1.0 FTE (full time, 40 hours/week) 75 adult clients, 25 youth clients.
   0.75 FTE (part-time, 30 hours/week) 50 adult clients, 25 youth clients
   0.5 FTE (part-time, 20 hours/week) 40 adult clients, 10 youth clients
3. Completion rate. More important than client recruitment is the graduation rate. PA’s are expected to achieve a 60% graduation rate. If you have a low graduation rate you will need to recruit more than 100 clients.
4. Recruitment. “New” families, means families that have not been in the program before. Recruitment of new families does not include families that have entered but not completed the program in previous years.