

Jewish Renaissance Foundation

Job Description

Title: Wellness Program Coordinator
Program: Family Assistance Center (FAC) – Perth Amboy, NJ
Department: Community & Family Services
Status: Regular, Full-Time/Non-Exempt/Salaried
Reports To: Program Manager
Salary: \$33,000/Annually

Who We Are:

Established in 1995, the Jewish Renaissance Foundation (JRF) is a nonprofit organization, federally designated as a Community Action Agency (CAA) and a Federally Qualified Health Center (FQHC). Serving over 6,000 people in Middlesex County each year, we are a leader in providing community coordination, school-based services, educational programming, food and nutrition, family development, health services and training.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health and human services, regardless of culture, faith, and economic status, then consider a position with the JRF.

Job Summary:

This position serves as a support for the Family Assistance Center (FAC) at the Jewish Renaissance Foundation (JRF). The Wellness Program Coordinator is chiefly responsible for the following core functions and performs other tasks as needed:

- Planning and Coordination of Wellness Programming and Services
- Coordinate the operation of My Choice Store
- Assessment of Participant & Community Need
- Creating Community Partnerships Focused on Wellness
- Record Keeping, Data Entry and Reporting (EmpowOR)

Please note: Based on current COVID-19 impacts on our community and the nation, and in an effort to ensure safety, the responsibilities outlined below are conducted in a hybrid mode, both in-person and remote. In person may include up to 2 days a week in office temporarily until regular schedule resumes.

Responsibilities:

- Responsible for the successful collaboration with partners to ensure execution of programming and case management targeted at increasing personal and family wellness.
- Assists with the planning and coordination of strategies to involve and engage FAC participants in striving to live healthy.
- Serve as liaison for external organizations that provide educational wellness programming for FAC participants.
- Manage, creatively execute, and track programming and its impact on our participants based on the program's objectives.
- Create marketing materials for events and programs advertised to the public.
- Prepare and execute health and wellness workshops and classes.
- Coordinate with other disciplines (nursing, medical providers, specialists, social work, etc.) to provide a continuum of wellness programming.
- Register participants and record, collect, and store all pertinent documents and information, the general release of information forms, vital documents, service provision, case notes, etc. Enter all required data in to EmpowOR.
- Lead nutrition related activities including cooking demonstrations, proper food preparation and storage and the value of incorporating movement in daily life.

- Lead and coordinate the operation of My Choice Store – “Healthy Eating, Healthy Living, By Choice”.
- Conveys JRF’s core values and case management principles; establishes boundaries and expectations related to service standards, participation levels and guidelines for the participant/family.
- Must abide by generally accepted case management principles and HIPAA regulations regarding confidentiality and release of information.
- Responsible for task supervision, instruction and guidance of all program assigned AmeriCorps Members. Tasks include approving task sheets, electronically signing service hours and providing mentorship to create a meaningful service experience.
- Attends all team, staff and committee meetings, trainings, and other mandated agency-wide meetings.
- Performs other work-related duties and special projects as needed or assigned.

Qualifications:

- Bachelor’s degree in Social Work, Psychology, Health and Wellness, and/or a similar field preferred, with at least three (2) years’ experience in social service, preferably in work related with the delivery of family assistance and/or case management with specific focus on wellness and healthy living.
- Have knowledge of or experience with healthy eating, cooking nutritious meals and incorporating movement in daily living.
- Experience preparing and executing workshops, classes and events.
- Proficient knowledge of Microsoft Office products, specifically Word, Excel, Outlook, and PowerPoint.
- Experience in assessing and documenting needs for participants experiencing emergencies.
- Ability to utilize, handle, maintain and dispose of all communications, documentation, and information, whether written, verbal, or electronic, to ensure highest standards of confidentiality are maintained.
- Must be compassionate, well-organized, and have good facilitation and communication skills.
- Ability to acclimate easily to policy changes and responsibilities.
- Take initiative and be able to work in a team setting and independently.
- Must be culturally sensitive considering our responsibility as a Community Action Agency to commit ourselves to the health and well-being of all, and to address systems and structures to dismantle disparities and inequities.
- Preference to candidates fully fluent in Spanish and/or Asian-Indian languages; and/or strong knowledge of the cultural dynamics of Middlesex County’s diverse population.
- Preference for candidates with solid familiarity of the social service network in Middlesex County.

**If you are interested in this position, please send your resume to: jobs@jrfnj.org
Attention: Wilnelya Bosques, Director of Human Resources**



**Jewish
Renaissance
Foundation**

“One People, One Heart”

To learn more about our who we are, visit <http://www.jrfnj.org>
