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| **CalFresh Outreach Duty Statement** |
| Name | Class TitleUnpaid Student Intern |  | Salary Range$0/Hour |
| UnitEnter your contracting entity name here |
| This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. |
| **Job Summary:** Under the direction of the CFO Program Director, CFO Program Assistant Director, Program Manager, CFO Internship Supervisor, and/or Health Education Coordinator the Unpaid Student Intern is responsible for providing application and verification assistance/SARs/ARs via CalFresh events and drop in assistance days, distributing materials and tabling, and assisting with tracking and reporting as needed. |
| **Minimum Required Qualifications:** All positions require student status in nutrition, dietetics, health science, social work or a closely related field.  |
| **Supervision Received:** CFO Program Director, CFO Program Assistant Director, Program Manager, CFO Internship Supervisor, and/or Health Education Coordinator**Supervision Exercised:** N/A |
| **Description of Duties:** Under the direction of the CFO Program Director, CFO Program Assistant Director, Program Manager, CFO Internship Supervisor, and/or Health Education Coordinator the Unpaid Student Intern is responsible for providing application and verification assistance/SARs/ARs via CalFresh events and drop in assistance days, distributing materials and tabling, and assisting with tracking and reporting as needed. |
| **Percent of Time Essential Functions & Marginal Functions**10% **1.** Maintain knowledge and understanding of organization & funder guidelines10% **2.** Program tracking and completion of reports1. Completion of documentation forms, program deliverables reporting documents, etc.
2. Timesheets, travel expense claim, reimbursement and cash advance forms
3. Perform fiscal/ accounting duties in conjunction with Research Foundation administration

0% **3.** Supervise and train subordinate staff1. Assign and track tasks, having staff complete required task forms, consistent communication w/ staff, scheduling work time(s), monitoring attendance and consistency in reporting & program tracking
2. Monitor “allowable/ unallowable” activities, schedule and complete Performance Evaluations

10% **4.** Direct communication with:1. CFO Director/Associate Directors, CFO Assistant Director, peer staff & subordinate staff
2. Agency staff, higher education staff, stakeholders, State and National Program Directors and staff

0% **5.** Acquiring currency in the Literature: Knowledge and understanding of current and/ or pertinent health- related research, media reports, and national/ state policies1. Communicate/ share information with entire staff, as appropriate
2. Cite all references on educational material, familiarity with and ability to research food security related topics

0% **6.** Assisting with and/ or completing the proposal development process, needs assessments and/or program evaluations (e.g. impact evaluations)0% **7.** Researching, preparing, and delivering formal presentations and trainings to local/ regional/ state/ national meetings or conferences0% **8.** Participating in committee/ department and local/ regional/ state meetings and/or work groups70% **9.** Utilizing approved resources to implement program activities as defined by contract scope of work or deliverables Employee’s signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |