



SNAP Benefits Coordinator

Nature of Work:

This is a full-time, social-services type work involving the duties and responsibilities associated with a grant contract between the Tennessee Commission on Aging and Disability (TCAD) and the Southwest Tennessee Development District (SWTDD). Activities associated with the job include providing community outreach, assisting individuals in completing applications for SNAP benefits, and development of policies and procedures regarding the AAAD's processes for SNAP reporting. Job responsibilities require strong organizational and interpersonal skills, the ability to manage time effectively, the ability to speak in public, and the ability to accurately track data. Job performance is evaluated by the Area Agency on Aging and Disability Director.

Illustrative Examples of Work:

- Provide information about Supplemental Nutrition Assistance Program (SNAP) eligibility, application procedures, and benefits to individuals in the eight county service region
- Participate in quarterly TCAD/AAAD meetings to review performance, and to discuss topics relevant to SNAP outreach
- Participate in or host community education sessions/presentations at places that low-income older adults frequent at least once per month for potentially eligible clients
- Conduct screenings and educate potential low-income older adults that may be eligible, and determine if SNAP/Food Stamps is appropriate based on their needs
- Assist individuals with the application process by working with the Options Counselors and senior center staff
- Track the status of each SNAP application that has been submitted and update individuals regarding the status of their application, as needed
- Send press releases to the local news media on a regular basis
- Submit required monthly program activity reports to TCAD
- Participate in trainings as directed by TCAD/AAAD
- Represent the AAAD in a professional and ethical manner at all times
- Abide by the SWTDD Personnel Policies and Procedures as may be amended from time to time
- Other duties as assigned

Minimum Job Requirements:

Graduation from High School with at least two years of college or university completed. Experience in public speaking with the ability to establish and effective working relationship with the public, community agencies, service providers, news media and colleagues. Ability to communicate effectively, both orally and in writing. Proficient in the use of computers and appropriate software. Must have the ability to coordinate events and to make presentations to any size group.

Necessary Special Requirement:

Possession of a valid Tennessee Driver's License and ability to be insured at standard vehicle liability rates.

Reports To:

AAAD Director

Non-Exempt Position

Does not require a Company Cell Phone