



## **Food Distribution Specialist**

Western North Carolina AIDS Project's (WNCAP's) mission is to provide equitable access to care and reduce harm from HIV, Hepatitis C, and drug use. WNCAP provides case management, prevention education, STD testing, harm reduction, and other support services to people living across 18 counties of western North Carolina. WNCAP employs approximately 30 people and has 2 locations.

The Food Distribution Specialist is responsible for delivering food boxes from Loving Foods Resources to clients approximately 5 times per month, and may assist with other tasks from time to time. A reliable personal vehicle, appropriate auto insurance coverage, safe driving skills, and extensive travel throughout Western North Carolina are required.

This is a PRN part-time, as-needed position. Weekly schedule will be determined by supervisor based on the needs of the organization and clients. Remote work is required on an as-needed basis.

### **Duties**

Job duties include, but are not limited to:

- Provide Loving Food Resources food box delivery to assigned clients utilizing personal vehicle and/or WNCAP vehicle.
- Call and text clients to follow up on/confirm deliveries.
- Document and report client concerns to supervisor.
- Attend mandatory meetings.
- Respond promptly and appropriately to calls, group messages, emails, and texts.
- Keep Google calendar up to date with scheduled drives, meetings, and other job-related tasks and commitments.
- Maintain high level of confidentiality and HIPAA compliance.
- Electronically fill out and submit call logs, interaction notes, timesheets, mileage reimbursement requests, and any other forms to supervisor as required.

## **Requirements**

Qualifications include, but are not limited to:

- Ability to communicate effectively
- Ability to maintain professional boundaries, especially with clients
- Punctuality and reliability
- Proficiency with computers, including Microsoft Office, Google Suite, and electronic forms
- Ability and willingness to work remotely as needed, requiring internet access at home
- Safe driving skills, valid driver's license, appropriate vehicle liability coverage, use of reliable personal vehicle during scheduled work hours (personal vehicle must be large enough to hold food boxes – a full-size sedan or mid-size SUV is generally sufficient), and willingness to drive WNCAP-owned vehicles as assigned
- Ability to read, write, and speak English fluently
- Team player with ability to work independently
- Respectful interaction with diverse populations and marginalized communities, including people who use substances
- Ability and willingness to work under challenging situations
- Ability to maintain client confidentiality according to HIPAA regulations
- In order to protect the wellbeing of our clients and staff, a pre-employment criminal background check is required. Criminal convictions do not necessarily preclude employment and will be considered on a case-by-case basis.

## **Physical Requirements**

- Must be willing and able to spend long periods of time in stationary position working at a computer
- Must be able to lift and carry at least 50 pounds
- Must be willing and able to drive long distances

## **Compensation & Benefits**

*Position Type:* Part-Time PRN, Non-Exempt

*Primary Location:* Western North Carolina – in-person and remote work required

*Starting pay range:* \$20.10 per hour

*Work Schedule:* Schedule is on an as-needed basis, approximately 30 hours per month

*Dress Code:* Business Casual

WNCAP is a certified living wage agency.

All employees of WNCAP have access to an Employee Assistance Program which provides an array of resources that are free of charge.

## **To Apply**

To be considered for this position, please submit a resume and cover letter detailing your interest in WNCAP and this specific position, including “Food Distribution Specialist” in the subject line, to: [employment@wncap.org](mailto:employment@wncap.org)

Please note that due to the high volume of applications, we cannot respond to all correspondence received.

*WNCAP is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.*

*Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.*