



Do you:

- Support building an anti-hunger movement in Colorado?
- Champion wellness for yourself and others?
- Feel passionate about equitable access to diabetes resources?
- Enjoy developing relationships with community and health-focused organizations?
- Want to equip others living with diabetes to become peer leaders for health equity?
- Approach your work with responsibility, time-management, and attention to detail?
- Like working as part of a team and collaborating to make an impact?
- Approach your work with a racial equity and anti-oppression lens?

Metro Caring, a leading anti-hunger organization in Colorado, is accepting applications for our Diabetes Program Coordinator. This is a grant-funded position within our growing team.

The Diabetes Program Coordinator is part of our Nutrition Team and will work toward our vision of equitable and inclusive access to resources to manage food-related diseases. They will plan, coordinate, execute and evaluate the impact of diabetes self-management support (DSMS) programs, including cohort-based classes, cooking clubs and healthy eating, active living (HEAL) activities. This is all accomplished working together with community leaders, including others living with diabetes.

REQUIRED QUALIFICATIONS/SKILLS/ABILITIES

- 1+ year experience implementing community-based wellness and/or HEAL initiatives
- 1+ year experience in a leadership role, including volunteer roles and/or facilitating groups
- Highly motivated; can take initiative to implement plans autonomously
- Familiar with issues of systemic health inequity
- Experience with successful program recruitment, enrollment, and retention of community members of diverse linguistic, ethnic and racial backgrounds
- Understanding of diabetes through academic studies and/or lived experience
- Track record of developing and empowering adult leaders
- Familiarity with HIPAA guidelines and protection of confidential health-related data
- Ability to successfully outreach community groups and leaders (including neighborhood, residential, religious, health and civic organizations)
- Familiarity with and ability to foster connections within communities in the Denver Metro area disproportionately impacted by diabetes
- Experience in managing data, implementing evaluation and reporting
- Competence in Microsoft Office, Outlook, and ability to learn other computer programs
- Ability to lift up to 20 pounds frequently while transporting supplies to community-based sites
- ServSafe certification and/or 6+ months of culinary/food service experience preferred
- Preference given to applicants multilingual in Arabic, Mandarin, Burmese and/or Spanish

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of job requirements. Anyone who believes they have the skills and drive necessary to succeed is encouraged to apply.

To apply, please submit a resume and cover letter to job@metrocaring.org with "Metro Caring Diabetes Program Coordinator" in the subject line, and title your documents "First Name_Last Name_DPC_Cover Letter" and "First Name_Last Name_DPC_Resume". Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in Colorado, highlight any experience you have related to community-based health and wellness initiatives, and highlight any of the above skills, abilities, and experience above that you have. This position will

be filled on an ongoing basis. Applications will be accepted until positions are filled; however, priority will be given to those applicants who submit their materials before 5:00 PM MT on Monday, April 1, 2024.

Incomplete applications will not be considered.

POSITION TITLE: Diabetes Program Coordinator

REPORTING TO: Nutrition Manager

LOCATION: The Metro Caring office is located at 1100 E 18th Ave, Denver, CO 80218. Onboarding and training will take place at the Metro Caring office. Approximately 40% of time will be spent at community-based sites in the Denver Metro area coordinating diabetes programs, recruiting program participants, focusing on families living with food insecurity due to economic challenges, and individuals from communities disproportionately impacted by diabetes, and transporting supplies and educational materials.

STARTING DATE: To be determined. We are committed to finding the right addition to our amazing team.

COMPENSATION: \$24.04-\$26.92 per hour, full-time, nonexempt annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including: joining a diverse, passionate, enthusiastic and collaborative team; 120 hours per year of paid time off; paid sick leave; paid holidays; 401K retirement plan with a 5 percent employer-paid match; mileage reimbursement; and competitive employee health, dental, short-term disability and family leave plans.

The Metro Caring Diabetes Program Coordinator duties include:

Enhance and increase access to peer-led diabetes self-management support (DSMS) programs and referrals to diabetes self-management education (DSME) services.

- Identify, recruit and support community leaders in becoming certified peer educators
- Coordinate peer educators in program leadership and continued development opportunities
- Promote programs through event tabling, community networks, etc., and enroll members living with diabetes
- Increase participation and retention in diabetes program with ≥85% graduation rate
- Coordinate all logistic aspects of diabetes programs, including educational materials/supplies
- Foster relationships with community-based sites to host diabetes classes
- Develop relationships with medical partners; utilize HIPAA-compliant communication for bidirectional referrals
- Expand diabetes programs geographically in the Denver Metro area
- Ensure program access in Spanish, English, Arabic and additional languages as identified

Provide access to culturally responsive Healthy Eating, Active Living (HEAL) opportunities.

- Create culturally inclusive, intentional spaces for community members to engage in physical activity in a low-pressure, supportive environment
- Oversee intergenerational learning opportunities related to health, nutrition and diabetes for children of program participants
- Engage community members and program alumni in leading quarterly cooking clubs with interactive diabetes-friendly recipes and nutrition topics
- Oversee preparation of 15-gram carbohydrate snack in each diabetes class, ensuring food safety requirements and cultural responsiveness
- Support Healthy Tastings recipe samples, equipping volunteers as program ambassadors
- Provide weekly Metro Caring shopping trip vouchers for participants
- Support SNAP enrollment in partnership with other community organizations
- Identify opportunities to further engage potential partners and community members

Meet requirements for data management, evaluation and reporting.

- Work with evaluation specialist and team members to develop and maintain equity-based, community-centered evaluation process
- Report on key indicators quarterly, including short-term process measures, progress reports and key outcomes
- Administer all required pre/post surveys and follow up evaluations to program participants and peer educators
- Meet all grant requirements for data management, evaluation and reporting
- Assist in grants process including research, narratives, proposals, and budgets
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- Track program participation through Salesforce

Culture of Engagement

- Participate in applicable team meetings and monthly all-staff meetings/retreats
- Support dietetic interns in meeting competencies related to diabetes programming
- Complete a biannual shift in another program or department
- At least weekly, join volunteer gatherings (brief, twice daily meetings for shift volunteers)
- Conduct work and interaction using a trauma-informed lens

The Metro Caring Diabetes Program Coordinator must be committed to continuous learning and improvement, have excellent time-management and organizational skills, and can build and sustain relationships with diverse groups over time.

Applicants must have reliable transportation and the ability to transport supplies to community sites frequently. Relocation costs are not covered by Metro Caring.

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ are strongly encouraged to apply. Applicants who speak Arabic, Mandarin, and/or Burmese, and those who have lived experience with diabetes are strongly encouraged to apply.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.