

<b>POSITION X2114</b>	Extension Assistant, SNAP Employment & Training, Western Region
<b>LOCATION</b>	The University of Tennessee, Institute of Agriculture, UT Extension, Department of Family & Consumer Sciences, Western Region of Tennessee
<b>EFFECTIVE DATE</b>	Screening of applicants' credentials will begin immediately. Anticipated effective date is June 1, 2021.

### **SALARY AND BENEFITS**

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

### **JOB DESCRIPTION**

This Extension Assistant position supports programming efforts of Skill Up Tennessee, UT Extension's Supplemental Nutrition Assistance Program (SNAP) Employment and Training program. This position is expected to develop strong partnerships with Extension agents and partners. This position furthers program objectives by providing technical assistance to agents, providing case management services to participants, pursuing sources of matching funds, and providing general program support.

### **RESPONSIBILITIES**

Provide intensive case management and supportive services for participants.

- Conduct orientation with verified participants
- Conduct initial assessment and development of individual employment plan
- Work with participants on setting and working toward goals leading to employment
- Follow-up with participants on a monthly basis
- Identify need for participant supports and assist with disbursement
- Enter participant data into reporting systems

Plan, conduct, implement, and evaluate programming.

- Coordinate and assist with program implementation efforts
- Implement and monitor program activities
- Document program process and progress
- Manage records and materials
- Assist with report creation and submission
- Seek, document, and share success stories
- Assist with program development efforts, including training and recruitment materials
- Assist with and apply processes and procedures to ensure effective program implementation

Build and expand SNAP Employment and Training program activities in assigned counties.

- Serve as a contact with Extension specialists, agents, and county-level partners on programmatic efforts
- Provide technical assistance to agents in matters of curricula, record keeping, and other programmatic components
- Build strong local and/or regional partnerships with Tennessee Colleges of Applied Technology (TCATs), community colleges, American Job Centers, other providers, industry, employers, and county Extension personnel

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Teach county Extension personnel through training.

- Assist with the development of materials and training on program procedures and educational/intervention components

Keep current in assigned subject matter area and strive for improvement.

Assume other duties as necessary or assigned.

### **QUALIFICATIONS**

Required:

- Bachelor's degree in Family and Consumer Sciences, Social Work, Human Resource Management, Education, Human Sciences, or related field.
- At least one year of experience working with limited resource audiences.
- At least one year work experience with Extension or other community-based programs.
- Experience providing individual case management.
- Ability to work in teams and independently
- Strong interpersonal skills
- Ability to manage priorities and multi-task
- Ability to follow supervisory instructions and complete assigned tasks in a timely manner
- Knowledge of adult learning principles
- Skillful in the creation of materials and presentations
- Ability to communicate effectively both verbally and in writing to professionals, the general public, and participants
- Skillful at using Microsoft Office
- Ability to motivate and work with others effectively
- Ability to travel statewide

Preferred:

- Master's degree in Family and Consumer Sciences, Social Work, Human Resource Management, Education, Human Sciences, or related field is preferred.
- Minimum of three years' Extension work experience preferred.
- Minimum of three years' work experience in workforce development, economic development, industry credentials, and/or related areas preferred.
- Knowledge of community and cultural factors influencing lifestyle choices
- Skillful in community-based programming
- Knowledge of principles related to family systems

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

NEW APPLICANTS	TENNESSEE AGENT TRANSFER REQUESTS
<p><u>REQUIREMENTS</u></p> <p>Education:</p> <ul style="list-style-type: none"> <li>Bachelor's degree in Family and Consumer Sciences, Social Work, Human Resource Management, Education, Human Sciences, or related field, or substantial work experience which demonstrates promise in teaching, Extension, and/or service in alignment with the appointment.</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>At least one year of experience working with limited resource audiences.</li> <li>At least one year work experience with Extension or other community-based programs.</li> <li>Experience providing individual case management.</li> </ul> <p>Please apply online by clicking the link below and submitting a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.</p> <p><a href="https://ut.taleo.net/careersection/ut_system/jobsearch.ftl?lang=en">https://ut.taleo.net/careersection/ut_system/jobsearch.ftl?lang=en</a></p> <p>Dr. Matthew Devereaux Interim Assistant Dean &amp; Department Head Family &amp; Consumer Sciences 121 Morgan Hall 2621 Morgan Circle Knoxville, TN 37996-4530 Phone: (865) 974-7384 Fax: (865) 974-1068 E-mail: <a href="mailto:mdeverea@utk.edu">mdeverea@utk.edu</a> Web Site: <a href="https://fcs.tennessee.edu/">https://fcs.tennessee.edu/</a></p>	<p><u>REQUIREMENTS</u></p> <p>Request for transfer/reassignment may be approved if applicant:</p> <ul style="list-style-type: none"> <li>has normally been employed with Extension in their current location a minimum of eighteen (18) months;</li> <li>has a performance rating of satisfactory or above for the previous eighteen (18) months; and</li> <li>training appropriate for the assignment.</li> </ul> <p><a href="#">Click here to complete a transfer request electronically.</a></p> <p>Please complete the Transfer/Reassignment application online by clicking the link above.</p> <p>Dr. Scott Senseman Interim Dean UT Extension 121 Morgan Hall Knoxville TN 37996-4530</p> <p>Phone: 865-974-7114 Fax: 865-974-1068</p>

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.