Fair Haven
Community Health Care

Volunteer Name	
Position Title	Food As Medicine Program Volunteer
Reports To	Food As Medicine Outreach Coordinator
Designated Tier	Tier 2 (Patient-Facing)
Revision Date	

Job purpose

The Tier 2 Food As Medicine Program Volunteer serves in a patient-facing, supporting day-to-day operations of FHCHC's Food Farmacy with a focus on patient interaction, community engagement, workshop support, and program setup. This role enables FHCHC to deliver Food As Medicine services, including distributing food, communicating with patients, and supporting activities related to nutrition education.

Duties and responsibilities

Patient-Facing Responsibilities

- Greet patients and assist with Food Farmacy pickup procedures.
- Provide basic information on available produce, pantry items, and their sources (locally grown in Connecticut).
- Support patient flow during distribution events such as tracking patient's groceries, enforcing item limits, and sharing nutrition education information
- Assist the Nutrition Educator in facilitating educational workshops on urban gardening and food cultivation on the terrace, as well as culinary demonstrations.
- Assist in collecting patient participation data, surveys, or feedback.
- Ensure culturally responsive and trauma-informed engagement with all participants.

Program Setup & Coordination

- Receive and unload deliveries from distributors and food partners.
- Support setup and breakdown of food distribution or Food As Medicine programming.
- Assist with organizing and preparing program materials, handouts, and displays.
- Help schedule, plan, and support special events or workshops.
- Assist in maintaining accurate distribution logs or tracking inventory.

Administrative & Outreach Support

- Support communications such as reminder calls, flyers, or text messages.
- Assist with volunteer coordination on distribution days as needed.

Qualifications

- Strong interpersonal and communication skills.
- Able to engage compassionately with diverse patient populations.
- Interest in public health, nutrition, or community engagement.
- Bilingual a plus (Spanish or other languages).
- Ability to lift up to 40 lbs and support event setup.

Direct Reports

N/A

OSHA Status
CATEGORY II--Increased Risk Position
Potential exposure to hazardous waste and Bloodborne pathogens: clinical setting.

Physical requirements
Physical Demands: Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records,
Mental Demands: Ability to cope with continual changing priorities under potentially stressful conditions
Manual Dexterity Required: Ability to use a keyboard, telephone.

American with Disabilities Requirements
External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Volunteer Signature:	
Date:	