Roles & Responsibilities Questionnaire

Please complete this questionnaire focusing on you and your organization’s CalFresh outreach work.

We encourage you to consult your supervisor, another worker or your Executive Director about these questions. We hope you share your answers with them as well.

Be prepared to share this information in a 3 minute presentation at your first small group meeting on Wednesday afternoon. We appreciate a creative and organized presentation with visual aids.

1. Describe the larger, general community in which you work in terms of physical location, dominant age groups, male/female, racial/ethnic mix, income levels.

2. Describe the populations that you target for outreach, for example, elders, people with disabilities, farm workers, homeless people, Native Americans, rural folk, singles with no children, newly unemployed, urban folk, working poor, limited English speaking people.

3. Describe your job duties, for example,
a. distribute brochures, do presentations, and use other techniques that do not involve one-on-one private contact;
b. explain the program, how to apply, information about hours, locations, eligibility, guidelines and applicant/recipient rights;
c. help people complete their applications and gather documents and information;
d. refer people to other benefit programs or organizations for help;
e. document systemic barriers to getting and keeping CalFresh and work with administrators and others to remove the barriers;
f. help people who are denied or cut off CalFresh.
g. represent people at fair hearings.
h. other (describe)

4. What is your organization trying to accomplish through its outreach program? What is its mission?
5. What are you trying to achieve through your own outreach work? What is your mission?  

6. What do you see as barriers to achieving your mission?  

7. Describe the myths and stereotypes you’ve encountered about CalFresh applicants and recipients.  

8. Describe how these myths and stereotypes affect your work; your target populations.  

9. What strategies are you pursuing to dispel these myths and stereotypes?  

10. What information and skills do you need to effectively do your job?  

11. What information and skills do you want to develop at this training and in the next year?