

Job Description

Enrichment Services Program, Inc.

Job Title: Nutrition Specialist

Date: September, 2011

Department: Early Childhood & Family Services

Classification: Exempt

Job Reports To: Family & Health Services Manager

Job Summary:

Incumbent provides for the identification, mobilization and coordination of resources and the establishment of partnerships necessary to meet the requirements outlined in the Performance Standards for the Early Head Start & Head Start Programs.

Major Responsibilities/Activities:

Collaborate with the Family & Health Services Manager to facilitate and coordinate nutrition services.

- Provide orientation for staff.
- Provide or arrange for expert technical assistance.
- Monitor and maintain copies of CACFP documentation for all participating centers.
- Coordinate agency nutrition services with those of other related agencies, institutions, and organizations to ensure continuity of services.
- Perform periodic quality assurance evaluation of nutritional records.
- Coordinate the use of community and agency resources with Center Managers.
- Manage service agreements as directed by the Family & Health Services Manager.
- Provide training and technical assistance.
- Responsible for monitoring nutritional services and the development and implementation of strategies that will result in the improvement of these services.
- Responsible for participating in the development of plans for nutritional services and facilitation of the implementation of these plans.
- Responsible for preparing and submitting regular reports to the Family & Health Services Manager on the progress of objectives established by Enrichment Services Program for the nutritional service area.
- Provide training to new staff.
- Provide In-service training.
- Maintain clear and concise written records of training sessions conducted and completed.
- Assist Center Managers with ordering supplies, as needed, to assure compliance with USDA regulations.

- Complete on site visits for CACFP.
- Monitor CACFP documentation for participating centers monthly.
- Co-facilitate the Health Service Advisory Committee.
- Participate in professional workshops, seminars, nutrition staff meetings, and other in-service as scheduled. Summarize relevant information received in the training sessions and share with other staff either in verbal or written form.
- Provide individual client nutrition and/or diet counseling to parents tailored to address medical/nutrition risks identified with children. Document counseling in appropriate records following established protocol.
- Develop plans for maintenance and improvement of records.
- Stay abreast of the field of nutrition through reading nutrition and medical journals and textbooks.
- Maintain CPR certification and proficiency by renewing certification annually.
- Responsible for monitoring compliance in all areas as designated by the Monitoring system.
- Responsible for root cause analysis and the development of strategies to correct areas of non-compliance.
- Responsible for generating In-kind donations.
- Perform other duties and responsibilities as directed by the Family & Health Service Manager.

Minimum Requirements:

- Bachelor of Science Degree (B.S.) in Nutrition, Health Science (community health nutrition, foods and nutrition or dietetics) or related field.
- Minimum of one year experience in provision of nutrition services preferably in a preschool educational program setting.

Essential Mental Functions:

- Knowledge and ability to demonstrate good communication, problem solving, planning and facilitation skills.
- Posses the skills necessary to identify, plan and conduct/facilitate training and technical assistance.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Additional Comments:

Acknowledged by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.