



## ELDERBRIDGE AGENCY ON AGING JOB DESCRIPTION

TITLE: Nutrition Program Lead Coordinator

OFFICE ASSIGNMENT: Mason City

TERRITORY ASSIGNMENT: 29 counties

SUPERVISOR: Healthy Aging Director

SALARY: Exempt

### **BASIC FUNCTION:**

Under the direction and supervision of the Healthy Aging Director, the Nutrition Program Lead Coordinator is responsible for managing the Nutrition Program in assigned area by monitoring nutrition program contracts and providing technical assistance to the subcontractors. The Nutrition Program Lead Coordinator will also serve as the agency's Nutrition Education Coordinator, including oversight of the Fresh Conversations nutrition education program.

*The following are reoccurring tasks construed as exclusive or inclusive. Other duties may be required and assigned but are in line with the job classification and qualifications. These responsibilities must be performed with or without accommodations.*

### **RESPONSIBILITIES AND DUTIES:**

#### **As Nutrition Education Coordinator:**

- Provide training and oversight for the Fresh Conversations nutrition education program throughout the agency's service area.
- Develop monthly nutrition education pieces for the congregate meal sites, home-delivered clients and the agency newsletter.
- Conduct and advise site managers on nutrition education activities.
- Conduct direct nutrition education/counseling sessions as needed throughout the agency service area.
- Assist with cycle menu development, analysis and certification.
- Provide food safety instruction to subcontractors.

#### **As Nutrition Coordinator:**

- Monitor food cost, fiscal, perpetual inventory, and other subcontractor's records as needed in order to achieve program goals and maintain program standards.
- Provide technical assistance to subcontractors and site personnel in food safety, perpetual inventory, record keeping, supportive services, and any area where site is having problems.
- Evaluate subcontractors' performance in delivering nutrition services to seniors.
- Work with community groups who directly or indirectly support the senior nutrition program.
- Train new site managers and cooks in the senior nutrition program regulations and operation.
- Provide technical assistance to assigned Subcontractors on budgeting, personnel management and resource development.
- Assist Nutrition Program Director in assigned tasks, including but not limited to tasks such as menu, recipe and buying guide development, program planning and budgeting, compiling records and in-service training for site personnel.

### **ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES:**

- 1) Job skills such as use of printer, multi-line phone system and copy machine.
- 2) Strong math and computer skills including use of Microsoft Office products: Outlook, Word, Excel, Powerpoint, Publisher and Access, and web software, Facebook, and Twitter.
- 3) Proven oral and written communication skills; Ability to communicate effectively with individuals and community organizations, especially older adults in person, in writing, and on the telephone.
- 4) Strong planning and organizational skills, and ability to work independently and in teams and groups, working as a participant and leader as situation requires.

- 5) Capability to gather and enter data, and aptitude in judgment when applying/interpreting agency policies and procedures or solving problems.
- 6) Knowledge of community resources, working knowledge of and adherence to applicable federal / state regulations including, but not limited to, laws related to food safety, client confidentiality, release of information, and HIPAA.
- 7) Working knowledge of the purpose and mission of area agency on aging and aging and disability resource coordination center.
- 8) Strong interpersonal skills to relate to diverse cultures, older persons and their caregivers.
- 9) Ability to build effective collaborations and partnerships using diplomacy and tact.

**QUALIFICATIONS:**

1. Bachelor’s Degree in Dietetics, Food & Nutrition, or similar. RD, RDN, LD, LDN, or CDN
2. Experience helpful in food service management, including: dietetics, nutrition, menu planning, food production, budgeting, cost control, and perpetual inventory systems. Certification in food safety preferred, but not required.

**PHYSICAL DEMANDS:**

The person occupying this position must be able to perform all responsibilities and tasks outlined above, which may include:

1. Lifting items weighing up to 30 pounds along with bending and twisting simultaneously, including lifting program materials, equipment and supplies onto/off of cart;
2. Standing for extended periods of time – up to two hours;
3. Sitting for extended periods of time – up to 90% of the time.

Employee in this position must have a valid driver's license, be able to be insured as a motor vehicle operator, and be able to travel frequently in the Agency's area, as the job requires.

While performing the duties of this position, the employee is occasionally required to walk, sit, use hands or fingers, feel objects, tools, or controls, reach with hands and arms, talk and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties that are not essential for satisfactory performance of the position.

**WORK ENVIRONMENT:**

Noise level in the work environment is moderate.

Elderbridge and its employees strive to provide a respectful work environment where all individuals are treated with respect and dignity and are inspired to use their creativity to meet consumer needs. All relationships among persons in the workplace are to be business-like and free of bias, prejudice and harassment.



I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_