

EAST RIVER FAMILY STRENGTHENING COLLABORATIVE JOB DESCRIPTION

NUTRITIONIST

ERFSC is currently seeing a Nutritionist who will be responsible for the management of nutrition sites and the related food service system for the LEAD 7 Seniors program. The candidate will ensure program participants receive nutrition assessment, nutrition counseling, meal and menu planning and other educational services.

PRINCIPAL ACCOUNTABILITIES:

Supervise day-to-day operations Nutrition Center sites to include coordination, delivery and distribution of daily and weekend meals; Planning, receipt, monitoring and approval of meal menus; Monitors nutrition sites through supervision, regular visits, and telephone contact to ensure participant activities are occurring as scheduled; Ensures that established protocols are being adhered to (timely meals delivery, proper temperature maintenance, proper quantities served, correct meal count and weekly pre-registration is taken).

Develop, document, plan and facilitate nutrition care plans, nutrition assessments, nutrition education activities, and counseling for program participants on site and/or in their homes; provide referrals as needed.

Compile and submit weekly meal reservation requests and forms to District of Columbia Office on Aging (DCOA). Manage, compile and submit nutrition education and counseling units, client and program data into the DCOA CSTARS web based unit tracking system.

Ensures staff are oriented and trained in all necessary areas including policies and procedures, community resources, practice standards, compliance, and other related areas which enhance their understanding and effectiveness in implementing program services. Identify staff strengths and deficiencies and develops a plan with employee towards improvement. Participates in performance evaluations, disciplinary actions and other related personnel actions for staff.

Plan, organize, conduct and evaluate various necessary training on performing effective and efficient health, sanitary and safety regulations methodology for Nutrition Site Managers, Nutrition Aides and nutrition site volunteers to enhance all the understanding of the nutrition and food service system.

Provide blood pressure, weight and height screenings and implementation for participants utilizing appropriate literature.

Manage, maintain, and monitor Food Handlers Certifications for all Nutrition Center Managers, Nutrition Aides and Nutrition sites.

Continually reviews and assesses the total Nutrition/Food Service Program progress and operations to identify and make recommendations for improving the quality access, and appropriateness of nutrition services and programs.

Report and communicate program activities or research findings to keep Program Director and others apprised. Advise on nutrition policy. Collect, compile and analyze data and information from several sources to remain abreast of current trends within the market place.

Manage accurate filing system of nutrition forms, client data and submitted documents.

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Maintains strict confidentiality in all matters, including but not limited to, clients, personnel, budgets, contracts, Board of Directors and all other non-public business information.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Supervision responsibilities include (but are not limited to): interviewing, recommending hires and orienting new employees; Planning, assigning, and directing employees work; Coordinating and approving schedules and leave; Evaluating performance; Coaching employees towards the achievement of work plan objectives, program outcomes and goals; Rewarding and disciplining employees; addressing complaints and resolving problems. Assesses skills and identifies training needs; Works with Quality Assurance to develop and implement training plans based on best practice models, increase service delivery capacity and continually increase technical knowledge base; and ensures educational/developmental opportunities are addressed to meet contractual/grant obligations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each principal accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The candidate selected must be a DC resident.

A. Work Experience

A minimum of five years' experience in a similar position is required, preferable working with the senior population. Previous supervision/management experience is required. Must have experience managing a program, project or work unit; Experience recruiting, orienting and training volunteers is preferred.

B. Education

Bachelor of Science (BS) Degree in Nutrition or Dietetics required.

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C. Certifications/Licensure

Licensed Nutritionist in the District of Columbia required.
Registered Dietitian (RD) with the American Dietetic Association preferred.
Valid Driver's License required.

D. Specific Knowledge and Abilities

Knowledge of nutrition and diet therapy; Knowledge of program management; Knowledge of Federal, State and District of Columbia legislation, regulation and laws pertaining to the elderly; Knowledge of the Aging Network. Requires leadership and supervision skills; Able to train and motivate others using collaborative skills. Must have knowledge of issues facing residents of Ward 7; Knowledge of community engagement and outreach approaches; Knowledge of and the ability to follow confidentiality protocols; Able to proactively plan and solve problems; Able to work with community residents and community based organizations; Able to exercise good judgment in evaluating situations and making decisions; Able to define and evaluate problems and determine or suggest solutions; Able to establish facts and draw valid conclusions; Able to assess an environment by listening to what is said, what is not said; Able to organize and prioritize multiple tasks.

E. Computer Skills

Must be proficient in basic MS Office programs including MSWord, Excel, Outlook and Explorer.

F. Communication/Interpersonal skills

Good written and verbal communication skills are required; Public speaking ability; Able to train, supervise and motivate personnel using collaborative skills; Courteous and responsive to the public; Able to gather assessment information through conversation, listening and observation skills; Able to engage, build and maintain relationships with clients through strong interpersonal skills; Able to establish and maintain effective working relationships and work with others; Able to maintain professionalism at all times.

G. Work Traits

Organized, proactive, dependable, flexible, analytical; able to work independently and within a team effectively; Demonstrated cultural competence and responsiveness and a sincere interest in the mission and vision of the organization.

SPECIAL CONSIDERATIONS

A. Working Environment

Indoors, Office and Nutrition Center environment 80% of the time; in the Ward 7 community and other agencies and organizations 20% of the time.

B. Travel

Local travel.