

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 14, 2013

NUTRITION SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position that manages and supervises non-dietetic activities related to a nutrition program for the elderly. Responsibilities involve supervision of staff involved in the delivering of meals at congregate sites and homes, initial assessment for program eligibility, and maintenance of a variety of records for departmental programs. Planning, ordering, preparing, and storing of food is the responsibility of a contracted Registered Dietician, the Head Cook, and the Director. Supervision is exercised over program staff involved in screening for eligibility and over program staff and volunteers delivering meals to homes and serving meals at congregate sites. The work is performed under the general supervision of the Director and the incumbent collaborates with a Registered Dietician to ensure that meals are prepared and served in accordance with all dietary regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates the non-dietetic activities for a nutrition program for the elderly, including congregate dining sites and home delivered meals, including initial assessment for eligibility for the program and overseeing and follow-up on completion and accuracy of nutrition assessments;
2. Directs daily operation of the nutrition program, delegates duties, supervises congregate site and home delivered meal staff, maintains time and attendance records, and performs administrative functions of the program;
3. Establishes congregate site director and volunteer schedules;
4. Schedules home delivered meal routes and volunteer schedules;
5. Coordinates changes in meal service to field staff and adjusts delivery schedule accordingly;
6. Supervises the training of the nutrition program personnel and volunteers;
7. Develops and maintains automated information systems for the program;
8. Prepares all necessary information for reports for the office and the state;
9. Explains procedures to new volunteers and processes all mileage reimbursement forms for volunteers;
10. Follows through on changes in participation in meal programs in case those changes indicate potential emergency situations;
11. Monitors volunteer handling of food at congregate and home delivered meal pick-up sites on an ongoing basis to ensure compliance with food safety regulations;
12. Monitors home delivered meal routes delivery to ensure compliance with time constraints;
13. Develops and implements marketing efforts to recruit new volunteers;
14. Prepares, schedules and presents training sessions for volunteers, including orientation and continuing training;
15. Processes mileage reimbursement forms for volunteers;
16. Assists in public information and education efforts including preparing news releases, establishing contacts with the media, attending meetings, speaking to groups, and generally interpreting the role of the nutrition programs to the public;
17. Assists with the preparation of program, budgetary and other reports as necessary;
18. Collaborates with the Registered Dietician and Head Cook to monitor and oversee the packaging and portioning of food at the kitchen and to select, order and evaluate equipment for holding, storing and maintaining required food temperatures;
19. Operates a personal computer and related peripherals and utilizes modern software applications including spreadsheets, word processing, and database programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geographic area served by the Office for the Aging and its social conditions; working knowledge of programs and services available through the Office for the Aging and other community agencies, facilities and services that may be utilized to help the elderly; working knowledge of the characteristics, needs and interests of older persons; working knowledge of various software packages for word processing, financial management and database management; ability to communicate both orally and in writing with agencies, organizations and older persons who may or may not have physical or language difficulties; ability to operate a personal computer and utilize common office software programs at an acceptable rate of speed and accuracy; ability to maintain records and prepare reports; ability to get along well with others and to gain their cooperation; empathy in handling sensitive human problems; tact and courtesy; sound judgment; integrity; physical condition commensurate with the requirements of the position.

CONTINUED

NUTRITION SERVICES COORDINATOR CONTINUED

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Home Delivered Meal Coordinator in the Office of the Aging immediately preceding the date of written examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in dietetics, nutrition, or a Human Services field **and** one (1) year of full-time paid human services experience or experience in nutrition program administration or large-scale food service management in a hospital, senior citizen center, school lunch program, day care center or extended care facility or similar facility; **or**
2. Three (3) years of full-time paid human services experience or experience in nutrition program administration or large-scale food service management in a hospital, senior citizen center, school lunch program, day care center or extended care facility or similar facility.

NOTE: Education beyond the Associates degree may be substituted for experience on a year for year basis. Acceptable human services degrees include majors in human services, social work, education, psychology, gerontology, occupational therapy, physical therapy, vocational and/or psychological counseling.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle License at time of appointment and throughout continued employment.