

Nutrition Specialist HS/EHS

Purpose

The job of Nutrition Specialist HS/EHS is done for the purpose/s of assisting with the nutrition, food services and health program and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Health Services Manager HS/EHS

Essential Functions

Assists with identifying and implementing care plans for the purpose of ensuring that the health and nutritional needs of the children and pregnant and lactating mothers are met.

Collaborates with others (e.g. Head Start/Early Head Start staff, community health agencies, WIC, ECEAP, Health Services Advisory Committee, etc.) for the purpose of implementing and maintaining services and/or programs.

Meets with staff on a variety of issues for the purpose of providing technical assistance and/or training regarding best practices in the health and nutrition field.

Coordinates the food services in the absence of the child and adult care food program for the purpose of ensuring that the nutritional needs of the children are met.

Ensures staff adheres and understands food services (e.g. child and adult care food program, socializations, etc.) for the purpose of maintaining compliance with regulations and reporting guidelines.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Assists with monitoring the health and nutrition services for the purpose of ensuring that performance outcomes are achieved within department, and district objectives for the child and adult care food programs and associated guidelines.

Reviews the nutrition and wellness services for the purpose of providing guidance and support to other staff and to ensure compliance with regulations and requirements.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Prepares a wide variety of written materials (e.g. reports, memos, letters, health plans, contracts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Provides documents and materials (e.g. assessments, evaluations, informational materials, contracts, etc.) for the purpose of disseminating information to appropriate parties.

Plans and implements training and technical assistance to staff for the purpose of ensuring services are delivered in compliance with established guidelines.

Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; and stages of child development and early childhood principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating with a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-Employment Health Screening
Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Food Handlers/ServSafe Certificate
Pediatric CPR/First Aid Certificate

Continuing Educ./Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Proof of Influenza, Pertussis & Measles Immunizations

FLSA Status

Non Exempt

Approval Date

8/23/2019

Salary Grade

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