

## STAFF NUTRITIONIST (NUTRITION PROGRAM FOR THE ELDERLY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the implementation and monitoring of a comprehensive food service program for senior citizens in Westchester County. This involves monitoring and assessing the delivery of services by subcontracting agencies and nutrition site managers to ensure conformance with standards established by the New York State and Westchester County Offices for the Aging, the New York State Department of Health, and provision (Title III C1 and C2) of the Older Americans Act. This level is distinguished from Nutritionist level through the coordination of nutrition services and the higher degree of complexity of program assignments. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Implements program objectives and procedures with subcontractors in providing comprehensive nutritional services to the elderly;

Conducts program monitoring of services provided by nutrition subcontractors and reviews service indicators (including rate of spending allocated funds, participant records, and statistical information) to insure adequate distribution and delivery of nutritional care in compliance with funding requirements;

Conducts on-site assessments of food services, sanitation, safety and security and makes recommendations for improvement, if necessary;

Provides on-going technical assistance and professional consultation to the various subcontractors, nutrition site managers and affiliated organizations, making recommendations to resolve problems, improve services, and conform to required mandates;

Monitors the purchasing, preparation, serving and distribution of food to program participants by subcontractors at regional and satellite congregate meal sites and in home delivery to insure compliance with state and federal regulations;

Reviews submissions by subcontractors for funding and makes recommendations in budget preparation and program planning;

Assists in the development of yearly menu cycles while maintaining prescribed nutritional requirements, developing menu patterns and evaluating participants' acceptance and preference;

Establishes contacts with community agencies and other support groups providing services to the aging to coordinate services and establish a referral network;

Provides training and consultation to subcontractors, staff and volunteers in the field of nutrition and the nutritional needs of aging;

Conducts training and publicity by the development of nutrition education literature and presentations;

Prepares statistical reports in their prescribed formats for filing with the New York State Office for the Aging;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops nutrition education lessons and visuals for presentation, and provides nutrition counseling and group presentations to inform participants and the general public of current nutrition information;

Executes field experience programs with students of local colleges and the Westchester County Medical Center to provide them with an internship in community nutrition programs;

Keeps abreast of current trends in the fields of gerontology and nutrition;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of normal and therapeutic nutrition and its practical application to health particularly as it applies to the elderly; ability to teach the principles of nutrition to lay and professional groups; ability to evaluate the nutrition component of health problems for the elderly; ability to maintain effective interagency and community relationships; ability to monitor and evaluate services to insure conformance to standards; ability to maintain detailed records and files; ability to speak and write effectively; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: At the time of appointment must be registered as a Dietician by the American Dietetic Association and possess a Bachelor's Degree\* in Nutrition, Dietetics, Nutrition Science, Foods and Nutrition or Institutional Food Management and two years experience as a public health nutritionist.

SUBSTITUTION: A Master's Degree\* in a field of nutrition or public health nutrition may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J. C.: Competitive  
MQT5

Job Class Code: C2447  
Job Group: X