

## Cornerstone Community Action Agency

### Job Description

JOB TITLE: **Health/Nutrition Specialist**

Exempt (Y/N): No.	Introductory period: 180 days
Supervisor: Health and Nutrition Manager	Work Period: 12 months per year

*Cornerstone Community Action Agency is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, Mental Health, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

#### CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

#### CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

**SUMMARY:** To assist in managing health/nutrition services for all Child Family Services (CFS) children programs for CCAA. To provide leadership in planning, designing, implementing and evaluating systems related to health/nutrition, related services and in representing the agency in local, regional, state, and national communities. Ensure compliance with federal regulations, state licensing regulations, CACFP regulations, and Cornerstone Community Action Agency’s Policies and Procedures.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The Health/Nutrition Specialist will:

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
1. Participate as a member of the CFS management team in developing and implementing program schedules, plans, and procedures				
2. A. Participate in annual budget planning and strategic planning as related to assigned content area. B. Provide status reports to the H/N/D Manager on the budget for nutrition services, including identifying essential needs for quality programming.				
3. Maintain current knowledge of changing laws, systems, regulations, early care and education best practices, and program policies.				
4.				

Ensure compliance with all federal, state, and local legal requirements by studying state and federal health laws and regulations, HSPPS, state licensing regulations, recommended best practices, and CCAA policies for Child and Family Services.				
5.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Work with the CFS management team to develop policies and procedures for Health/Nutrition services in compliance with all rules and regulations.				
6.				
Attend conferences, meetings, and staffings and represent CFS at advisory meetings as designated.				
7.				
Prepare outcome data by ensuring all assessment data is entered promptly and accurately, and analyze ChildPlus reports to identify areas of success and areas needing action.				
8.				
<i>Meeting the needs of each child:</i> 1) Ensure the program is offering high-quality health/nutrition services that are developmentally and culturally appropriate and that will support each child’s wellness, growth, and development. 2) meet the health/nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities 3) Ensure each child in a program that operates for six hours or more per day receives meals and snacks that provide one half to two thirds of the child’s daily nutritional needs, depending upon the length of the program day; 4) ensure that HS children have meals and snacks that conform to USDA requirements in 7 CFR parts 210, 220, and 226, and are high in nutrients and low in fat, sugar, and salt; 5) ensure that EHS children are fed according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in 7 CFR parts 210, 220, and 226; 6) ensure infants and young toddlers are fed on demand to the extent possible; 7) ensure that appropriate healthy snacks and meals are provided to each child during group socialization activities in the home-based option; 8) ensure all children have required health screenings and immunizations; 9) ensure children with allergies, special diets, and medical needs have an Individual Health/Nutrition Plan; 10) ensure all newborn babies have new baby visits				
9.				
<i>Working with parents:</i> 1) collaborate with parents as partners in the health and well-being of children in a				

culturally appropriate manner 2) communicate with parents about their child’s health/nutrition needs and development concerns in a timely and effective manner. 3) work with parents to inform and educate about any specific dietary needs for their child; 4) ensure mothers who have been enrolled as pregnant mother but have recently given birth have a post-partum screening				
10..	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Responsible for the timely completion and submission of all health/nutrition reports as required by laws, HSPPS, licensing, and policies.				
11.				
Perform formal and informal audits of children’s files and database entries and participate in the annual self-assessment process, as detailed in the local Self-Assessment and Monitoring Procedures.				
12.				
Coordinate with H/N/D Manager to provide services for children with identified health/nutrition concerns				
13.				
Complete other duties as assigned by Director of CFS				

**General Responsibilities** The staff member will:

1. Appearance	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Ensure personal appearance, personal hygiene, and dress are appropriate for the day’s activities and comply with dress code.				
2. Reliability				
Ensure he/she can be counted on to carry out assigned responsibilities independently.				
3. Safety				
Safely and properly use, maintain and operate all equipment for carrying out duties.				
4. Punctuality				
Employee observes regularly scheduled work hours.				
5. Compliance				
Employee follows Agency and Head Start policies, procedures, and established regulations				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

**Qualification Requirement**

To perform this job successfully, an individual must be able to perform each essential duty 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.

### **Education and Experience**

Must be 18 years old or older and have at a minimum, a high school diploma or GED; registered dietician or nutritionist with appropriate qualifications is preferred. 1) Must be knowledgeable of the social, emotional, physical needs of low-income families, have experience working with low-income families and the general public and be able to relate to families and to understand their needs and concerns. 2) Excellent oral, written communication skills, including group presentations.

### **Language Skills**

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of people, employees, or community organizations. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff.

### **Reasoning Ability**

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Other Skills and Abilities**

Ability to operate a personal computer, e-mail, word processing and accounting software. Must operate fax machines, calculators, typewriters, copier, and other office machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to lift or move up to 25 pounds.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

### **DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Health/Nutrition Specialist

**EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

\_\_\_\_\_  
Employee SIGNATURE

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)  
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_