



We are looking for someone who is value-based and committed to moving our vision forward for older adults, adults with disabilities and their caregivers!

Nutrition Program Coordinator

Employment Status: Full-Time Exempt

Salary: \$30.419/hr

Submission Deadline: Tuesday, November 15, 2022

WHY YOU'LL LOVE WORKING HERE // Each day is an opportunity to help others and make a difference in your community. You'll be a part of a mission driven, team-based organization that is committed to:

- Empowering growth through training, enrichment, and leadership opportunities
- Working together to elevate each other
- Fostering partnerships through meaningful interactions
- Disrupting the status quo to envision and create our future
- Being a catalyst for change
- Cultivating joy and celebrating one another

YOUR IMPACT //

- Lead and oversee our Nutrition Team that packs and delivers over 500 meals each weekday.
- Reduce isolation and loneliness in older adults through coordination of our Home Delivered Meals and Community Dining Sites.
- Explore and expand tastebuds by analyzing feedback from customers and creating a robust menu that incorporates dishes from the cultures present in our evolving community.
- Help staff and customers stay safe by ensuring current sanitation and safety requirements are implemented
- Develop a sustainable kitchen that allows us to serve more customers while maximizing our budget
- Collaborate with internal departments and local agencies through projects and grants

YOUR EXPERIENCE // We hire great people from a wide variety of backgrounds, because we believe it makes our agency stronger.

- Bachelor's Degree from an accredited college or university in a human service, administration, or related field.
- Two years' experience in program planning, administration, customer relations, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Registered Dietetic Technician (D.T.R.), Certified Dietitian (C.D.), or Registered Dietitian (R.D.). (Registration and/or certification must be current with the Commission on Dietetic Registration or the State of Wisconsin Department of Regulation and Licensing, as applicable with the type of credentials held.) Preferred
- WI Food Manager Certification or ServSafe certified within 90 days in the position.



Applications accepted online only.

For more information on our agency and to apply visit our website:

<https://adrcofbrowncounty.org/join-our-team/>

If you need an accommodation at any time during the recruitment or hiring process, please inform Brown County Human Resources of your need. The Aging & Disability Resource Center of Brown County is an equal opportunity employer working under an affirmative action plan.

JOB TITLE: NUTRITION PROGRAM COORDINATOR

REPORTS TO: DIRECTOR

DEPARTMENT: NUTRITION PROGRAM

JOB SUMMARY:

The Nutrition Program Coordinator is responsible for the day-to-day management and administrative functions of the program in accordance with State and Federal Older Americans Act policies and requirements. This includes direct supervision of the ADRC Nutrition Program personnel (both staff and volunteers), budgeting and fiscal monitoring, purchasing, managing contracts, data collection and reporting, individual in-home assessments, interagency coordination, public relations, program development, implementation, and evaluation. Position is also responsible for preparing local policies and enforcing state program policies.

MAJOR RESPONSIBILITIES:

Program Management

Develop and oversee systems for collecting and compiling program data, including computerized records, to meet local, state and federal requirements.

Facilitates and guides the work of the Nutrition Advisory Council; plans agenda and prepares items for quarterly meetings; recruits and orients new members; reports Council's recommendations to Agency Director.

Select serving locations, serving schedules, and food providers for each dining site in collaboration with the Nutrition Advisory Council.

Administers annual consumer survey process for homebound as well as congregate meal participants to ensure that quality food is being served as well as quality service delivery of that food is occurring.

Ensure that all dining sites meet sanitation and safety requirements and that paid, and volunteer staff are trained in appropriate Food Safety procedures and other required training areas.

Develop a system of outreach to low-income, socially isolated elders and assist them in gaining access to the Nutrition Program and other ADRC or community services.

Oversee and coordinate referrals for participants to appropriate services and maintain appropriate documentation.

Coordinate nutrition education and/or recreation programs/activities for the dining sites as well as for home delivered meal participants.

Develop a method to provide for special diet requirements for participants as resources allow.

Coordinate Home Delivered Meals program assuring access, delivery and follow up with homebound individuals receiving services.

Develop and maintain good working communication with the Greater Wisconsin Agency on Aging's Nutrition Team.

FISCAL MANAGEMENT

Develop and oversee fiscal procedures for the nutrition program.

Develop annual Nutrition Program budgets (county, United Way, etc.) based on local, state and federal funding and program needs and service type.

Monitor revenues and expenditures in accordance with applicable federal and state authorizing legislation/administrative rules and local program requirements.

In accordance with state and county fiscal policies, implement and oversee proper cash handling procedures of donations by staff and volunteers. Develop, monitor and assess bid specifications and proposal, purchase-of-service contracts with Meals on Wheels, Inc., home-delivered meal distributors, food caterers, facilities, service contracts, Community Link Inc., etc.

Develop and manage a serving and transporting system for food and supplies when appropriate work through Brown County Purchasing Department for quotations, bids, etc.

- a) develop and manage a system for allocating supplies and equipment to the dining sites
- b) develop and maintain an accurate inventory system for supplies and equipment
- c) develop and maintain an equipment replacement system and schedule

Write, ensure public approval, and submit grant proposals for funding; conduct public hearings as necessary. Develop and submit annual grant proposal to assist with securing additional funding for sustainability.

Set up auditing controls to continuously measure program effectiveness and costs.

- d) Complete the Meal Cost Tool annually as required by the state.

PERSONNEL SUPERVISION

Supervises all ADRC Nutrition Program staff and volunteers who do not have a direct report to other Nutrition Program Leads or Managers.

Assist the ADRC Director with the selection process for new staff.

Provide staff with initial orientation and coordinate ongoing training.

Develop and update job descriptions, work assignments and scheduling.

Conduct annual performance evaluations.

Work with Site Managers and program staff to provide training to Dining Site Managers in volunteer management and supervision to ensure adequate volunteer staff for Nutrition Program services. Oversee appropriate screening and training of volunteers by Dining Site Managers.

CENTRAL KITCHEN OVERSIGHT

Provides oversight, support, supervision, and program development for the ADRC's central kitchen as a sustainable kitchen intended to increase congregate diners and provide sustainability for nutrition program.

NUTRITIONIST

In compliance with Nutrition Program's nutritional requirements, draft monthly menus.

Analyze menus utilizing manual or computerized nutrient analysis of meals as appropriate.

Evaluate and meet special dietary needs, in cooperation with participant physicians, ADRC kitchen team, and dining site managers as warranted and available.

Provide technical assistance, as needed, to university interns and dietary students in connection with their performance of basic dietary counseling during in-home visits and nutrition education work product.

Assist with the monitoring of dining sites for compliance with food safety standards (WI Food Code).

Provides training for site managers, volunteers as needed, for the required Serving Safe Food Certification.

In case of a disaster, may be required to assist in disaster relief efforts.

Perform other related duties as assigned.

PUBLIC RELATIONS

Develop and maintain public awareness and support for the program through public speaking, media releases, etc. Disseminate information on the Nutrition Program and other Department or

community services for older adults to program participants and the general public, healthcare systems and other community-based service organizations.

Advocate on behalf of older adults with community members, governing agencies and policy makers as well as local, state and federal legislators and lawmakers. Including attending public hearings and meetings relating to legislative proposals for older adults as directed.

Assist participants in advocacy for their own needs within the community and refer to appropriate staff to ensure service linkages.

Maintain regular contact with participants to obtain their input and address their needs and concern. This information will be used in development of annual goals and objectives.

ADRC STAFF FUNCTIONS

Attend appropriate conferences, meetings, and trainings pertaining to the position or as assigned by the ADRC Director.

Cooperate with other ADRC staff in developing and implementing programs and services to meet department goals.

Participates in the planning and goal-setting efforts of the ADRC. Participates on Team Forward, agency Interdisciplinary Coordinators Committee, to help contribute to the overall agency vision, mission, goals and quality assurance programs/projects.

Participates in the work setting as a team player.

Has a "Duty to Report" during a community emergency/disaster according to the ADRC Emergency Preparedness Plan.

Perform other related duties as assigned by ADRC Director.

MINIMUM REQUIREMENTS: EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university in a human service, administration, or related field.

Two years' experience in program planning, administration, customer relations, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Registered Dietetic Technician (D.T.R.), Certified Dietitian (C.D.), or Registered Dietitian (R.D.). (Registration and/or certification must be current with the Commission on Dietetic Registration or the State of Wisconsin Department of Regulation and Licensing, as applicable with the type of credentials held.) Preferred

WI Food Manager Certification or ServSafe certified within 90 days in the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of food service management.

Knowledge of dietary requirements for adults 60 plus

Demonstrated initiative and ability to plan and implement service delivery systems.

Knowledge of sound personnel policies/procedures and ability to supervise.

Knowledge of budgeting, fiscal management, and public administration procedures.

Knowledge of physical, psychosocial, and economic conditions affecting older people.

Ability to communicate effectively both verbally and in writing for grant proposals, speeches, media presentations, correspondence, and reports.

Knowledge of programs and services available to older adults from the ADRC and other agencies.

Knowledge of bidding and contracting procedures.

Ability to work well under pressure and to meet deadlines.

Ability to deal tactfully with difficult situations with consumers, staff and other professionals.

Ability to communicate effectively to a variety of types of persons, both individually and in groups.

Ability to evaluate and revise programs to ensure effectiveness.

Ability to maintain confidentiality.

Ability to maintain regular, consistent, and reliable attendance.

Ability to use county office equipment and programs including but not limited to email, telephone, computer, photocopier, printer, fax and Microsoft Office programs.

OTHER REQUIREMENTS

Possession of a valid driver's license and access to an insured vehicle for work-related travel.

PHYSICAL DEMANDS OF POSITION

Lifting 45 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Extended periods of sitting; intermittent standing, walking and driving.

Using hand(s) for single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people, objects or injuries at varied distances under a variety of light

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.