

## COORDINATOR - NUTRITION PROGRAM FOR THE ELDERLY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of the Department of Senior Programs and Services, the incumbent of this class plans, directs and coordinates a comprehensive nutrition service and education program for the elderly. The incumbent is responsible for the planning, developing, administering, coordinating and implementing the federally funded Title III-C-1 and 2 Nutrition Program for the Elderly in conformance with the established guidelines and regulations of the New York State Office for the Aging, and the New York State Department of Health Department. The incumbent has overall responsibility for ensuring the quality, effectiveness and efficiency of the delivery of mandated services to the elderly through the following program components: Congregate Meal Sites, Home Delivered Meals Program, Supplemental Nutrition Assistance Program (SNAP), transportation, shopping assistance and nutrition education. Responsibility also involves monitoring and evaluating the day to day operation of the program to ensure conformance with departmental program goals and objectives. Supervision is exercised over a number of professional, clerical and volunteer personnel. Does related work as required

### EXAMPLES OF WORK: (Illustrative Only)

Develops, establishes and administers guidelines for implementing Department of Senior Programs and Services' goals and objectives relating to Nutrition Services for the elderly, both for direct services and contracted services;

Oversees the design and development of menu cycles which meet prescribed nutritional requirements and to gauge acceptance of changes to menu options for program participants;

Directs program planning and evaluation activities; revises program plans to improve efficiency of service delivery in meeting objectives; plans budget requests for nutrition program activities;

Establishes a referral system and outreach network with health care facilities, social service agencies, and community organizations providing other support services to the elderly;

Directs subcontractor and vendor activities including determining eligibility as a vendor; determining training needs of vendor personnel and monitoring vendor performance in meeting program objectives;

Evaluates and monitors the activities of subcontractors providing food services including the planning, preparation, and serving of meals to program participants, to insure the effective and efficient delivery of nutritional care at congregate meal sites throughout the County and as part of a home delivered meal program;

Develops procedures to insure conformance to New York State Health Department standards and regulations, and to meet quality control and safety standards;

Reviews the requisitioning and purchasing of all food, equipment and supplies by subcontractors insuring adequate funds;

COORDINATOR - NUTRITION PROGRAM FOR THE ELDERLY

Page 2

EXAMPLES OF WORK: (Cont'd)

Meets regularly with professional staff to provide them with supervision, guidance, direction and evaluation of their performance in meeting departmental goals and objectives;

Recruits, trains and evaluates staff, insuring implementation of program objectives;

Oversees the educational component of the program providing public information and education through nutritional counseling, informational brochures, speaking engagements, and conferences related to the nutritional needs of the aging;

Prepares and monitors the annual budget for the Nutritional Services to insure adequate resources within allocated limits for funding and develops required reports and records;

Confers with the Commissioner and other unit heads of the Department of Senior Programs and Services to coordinate activities for comprehensive services to the aging;

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

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the regulations applicable to the field of Nutrition, particularly as it applies to the elderly; good knowledge of accepted practices in delivering comprehensive, community based nutrition services to the elderly; skill in public and interpersonal relations; knowledge of the methods of program evaluation, assessment, planning and budget development; ability to gather, organize and evaluate pertinent data; ability to identify problem areas in service delivery and to formulate realistic solutions; ability to establish and maintain effective working relations with professionals, public officials, the community and the general public; ability to plan, coordinate, supervise and evaluate the work of assigned professional and clerical support personnel; ability to Ensure compliance to required guidelines and standards; ability to use computer applications or other automated systems software such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the

essential tasks of the position; resourcefulness; integrity; initiative; tact; imagination; sound professional judgment; physical condition commensurate with the requirements of the position.

COORDINATOR - NUTRITION PROGRAM FOR THE ELDERLY

Page 3

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's or Master's Degree\* in Nutrition, Dietetics, Nutrition Science, or Foods and Nutrition and six years of professional nutrition experience, two years of which must have been in the administration of community based food delivery services or nutrition services for the elderly, and two years of which must have been in a supervisory capacity over other Nutritionists.

\*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.

SPECIAL REQUIREMENTS:

Registration by the American Dietetic Association at time of appointment and maintain licensure while in this title.

Valid license to operate a motor vehicle in the State of New York, and maintain same while in this title.

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  
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Job Class Code: C0299  
Job Group: XIV