

PROGRAM ADMINISTRATOR (NUTRITION PROGRAM FOR THE ELDERLY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform both programmatic and nutritional counseling functions for the Nutrition Division of the Department of Senior Programs and Services. Responsibilities include maintaining and disseminating the department's standard operating procedures; serving as a point of contact in maintaining the department's custom database management information system; developing and regularly updating menus for all congregate dining sites, and assisting in the formulation and development of performance management systems and other programmatic modifications and enhancements to best serve the nutritional needs of Westchester County's senior citizens. In addition, and as Registered Dietitians, work also involves providing professional nutritional counseling to senior citizens at community events, regional kitchens and congregate sites as well as to homebound clients, and ensure meals provided at these sites and for home-bound clients are stored at the correct temperatures, and prepared and delivered in accordance with nutritional standards as set forth by the New York State Office for Aging (NYSOFA) and Servsafe protocols. The Program Administrator differs from the lower-level Staff Nutritionist in that both substantial programmatic duties and nutritional counseling functions are performed. While supervision is not a responsibility of this class, leadership and guidance is provided to support staff as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates with the Coordinator and Program Coordinator in developing the department's standard operating procedures; maintains and updates these protocols in response to program enhancements and modifications and in accordance NYSOFA changing regulations, as required; disseminates same throughout the department;

Develops and updates the menu for all the department's regional kitchens and participating congregate sites and for home-bound clients on a nine-week cycle in accordance with NYSOFA regulations,

Creates recipes for preparation on a large scale basis for variety in the recipe cycle and in response to client feedback; maintains database of same;

Ensures developed menus and recipes meet nutritional requirements under the NYSOFA regulations by using software programs for nutritional analyses or using the Menu Pattern;

Monitors and visits regional kitchens, congregate sites and home-bound clients to ensure meals served are delivered and stored properly and in accordance with Servsafe and NYSOFA regulations;

Provides professional nutritional counseling to clients at congregate dining centers, at the homes of the home delivered meal clients and at departmental events as needed;

Ensures that menu cycles are being followed; works with vendors to customize menus for special events and to work out any site issues and in cases of emergency;

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

Maintains the department's third-party database management system through working with professionals from the County Department of Information Technology to customize systems elements and for technical assistance, frequent liaison with representatives from the NYSOFA, and by providing assistance to program contractors on system interface;

Assists the Program Coordinator in the review and approval of nutrition program contracts and related documentation necessary for the yearly State and Federal grants allocations issued;

Completes all mandated NYSOFA forms for a variety of the division's nutritional services for reimbursement purposes;

Collects and reviews contractor participant forms from regional kitchens, congregate dining centers and home delivered meal programs that document a variety of mandated program elements (e.g., client name, number of clients served daily, preparation and storage of food, etc.) to ensure reimbursement for provided services;

Participates in divisional events sponsored by the department by recording and organizing senior registration; assisting in event coordination, design and enhancement, and maintaining liaison with appropriate community representatives, vendors and other staff responsible for scheduled programming;

Participates in the review of events sponsored by the division to determine if program enhancements or modifications are needed;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email and database management software in performing work assignments;

Attends conferences, meetings and seminars and represents the department, as assigned;

Performs other incidental tasks as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health principles, practices and administration; thorough knowledge and skill in the application of nutrition principles to community health programs; ability to plan and supervise the work of others; ability to relate to and gain the cooperation of culturally diverse population groups; ability to establish and maintain effective relationships with government and community agencies; ability to communicate effectively, both orally and in writing; ability to utilize and accept administrative direction; 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 demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE A Bachelor's Degree* and four years of experience where the primary function of the position was the development and/or administration of community and clinical nutrition programs including nutrition education programs.

SUBSTITUTION: A Master's Degree* in Nutrition, Dietetics, Nutrition Science, Foods and Nutrition, Public Health, or Public Administration may be substituted for experience at the rate of 30 credits per year of experience for one year of the experience.

SPECIAL REQUIREMENTS:

1. At the time of appointment must be registered as a Dietitian by the Commission on Dietetic Registration; and/or a Certified Dietitian/Nutritionist by the New York State Office of Professions
2. Possession of a valid driver's license to operate a motor vehicle in the State of New York at the time of appointment.

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