

## PROGRAM COORDINATOR (NUTRITION PROGRAM FOR THE ELDERLY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position, located in the Department of Senior Programs and Services, assists in managing the daily operations of the department's Nutrition division. Responsibilities involve working closely with the Coordinator-Nutrition Program for the Elderly in developing and implementing all divisional program and services protocols; serving as a first-line supervisor to staff in implementing and monitoring division program and service operations; reviewing and synthesizing mandated reporting documentation from registered dietitians in the field for submission to the New York State Office for Aging, and ensuring mandated materials meet NYSOFA reporting guidelines to ensure program reimbursement. Substantial liaison is maintained with officials from NYSOFA, County officials and professionals, municipal and community stakeholders, and program vendors. Supervision is exercised over subordinate professional and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Works with the Coordinator in developing, implementing and monitoring the Nutrition Division's standard operating procedures to ensure all program services and operations are administered in accordance with these protocols;

Assists in the division's short and long-term planning efforts to ensure programs and services meet the needs of Westchester County's burgeoning senior citizen community; works with staff throughout the department to coordinate operations as needed;

Works with the Coordinator in planning for the department's yearly programs, events and initiatives to ensure staffing for programming is planned in advance, locations for events are secured, registration is coordinated by reporting staff, and that program content is up to date and meeting the changing needs of senior citizens;

Supervises registered dietitians who monitor contractors in providing meals for seniors at regional kitchens, congregate sites and for home-bound clients to ensure the nutritional guidelines as set forth by NYSOFA are followed;

Establishes systems and procedures for administrative reporting and monitoring requirements for the division;

Reviews documentation submitted by nutritionists and from participating contractors at meal sites to maintain an awareness of overall program operations and effectiveness and to ensure mandated program elements are properly documented for submission to NYSOFA;

Reviews and approves nutrition program contracts and related documentation necessary for the yearly State and Federal grant allocations issued;

Works with the Coordinator in researching and developing food specifications by identifying competitive food vendors, and in the review and approval of food purchasing contracts as part of the competitive bidding process, and in coordination with the Purchasing division of the Finance Department;

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

Works with the professional staff in developing, coordinating and implementing community nutrition education and counseling services for senior citizens;

Assists in developing and implementing performance management tools to monitor program and service effectiveness;

Analyzes program indicators and works with the Coordinator to modify or enhance programs and services in response to program and operational reviews;

Develops and maintains working relationships with community agencies and organizations to advance the objectives of the department;

Administers various yearly division programs and initiatives; ensures all relevant documentation;

Keeps abreast of issues impacting senior citizens, particularly of New York State Office for Aging regulations in order to plan for program modifications;

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

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 six 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, two years of which must have been at the supervisory level.

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. There is no substitute for the two years of supervisory experience.

SPECIAL REQUIREMENTS:

1. At the time of appointment must be registered as a Dietitian by the Commission on Dietetic Registration; and 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.

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J.C.: Competitive  
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Job Class Code: C3269  
Job Group: XIII