



COUNTY COORDINATOR
Area 2 Agency on Aging/REAL Services, Inc

Department: Nutrition
Reports to: Lead Nutrition Coordinator
FLSA Status: Non-exempt (part-time)
Updated by: Crystal Hallwood, 10-04-18
Approved by: Becky Zaseck, 10-04-18

JOB SUMMARY

This part-time position is responsible for assisting in establishing and supervising Nutrition Sites, the training of Site Directors and volunteers, auditing paperwork, performing site inspections, assisting with finding suitable rent-free facilities for the site locations, providing community outreach, programming for the various sites based on client and program needs, covering for site director absence, as needed, due to vacation, illness or lack of staff, along with other duties as they are assigned. Incumbent will monitor County Nutrition Sites.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

- Supervises nutrition Site Directors; helps train substitutes; visits sites daily to spot check meals and maintain relationship with volunteers, participants and Host Agency.
- Maintains communication and accountability to Lead Nutrition Coordinator, including, but not limited to weekly meetings, phone calls and emails, as needed, and weekly time logs.
- Provides information to the communities to increase the number of Nutrition participants and the number of meals served per year.
- Provides input to nutritional program; ensuring that weekly site reports are turned in. Works with support staff to ensure accuracy, providing training and direction, as needed.
- Participates in bi-monthly informational meetings with Site Directors.
- Provides social and informational programs at sites.
- Helps schedule coverage during vacation and sick times.
- Responsible for compliance of Site Monitoring, Health Department regulation & compliance, and provides input for annual performance evaluations of each Site Director in assigned area.
- Inputs client data into nutrition module, when needed.
- Motivates staff to create a friendly and inviting atmosphere for clients.
- Works directly with Site Directors to ensure quality of service, accuracy of paperwork and growth.
- Meets weekly with Lead Nutrition Coordinator.

RESPONSIBILITIES

The job requires the application of accepted practices to individual situations. The incumbent receives specific instruction on new types of assignments and all work is reviewed for adherence to guidelines and soundness of judgment. This position may be paid for by Older American's Act (TIIC).

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

- Serve-Safe Certification preferred, but not required.
- Valid driver's license and a dependable vehicle required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of nutrition and the needs of older adults and an understanding of interpersonal relationships.
- A basic knowledge of the principles of gerontology and stress management, with the ability to help people interrelate in a group setting.
- Good communication skills (oral and written).
- A knowledge of the community services and programs that are available.
- A practical knowledge of standard methods and procedures of a specialized field developed through extended experience or on-the-job training.
- Knowledge of State Health Department regulations.

DIFFICULTY OF WORK

Guidelines are well established and judgment is limited to relating those guidelines to specific circumstances or cases. The work is restricted in scope, but of substantial intricacy such as the necessity to occasionally handle difficult situations quickly and tactfully with the flexibility to use initiative and judgment; also, using creativity in locating suitable site buildings, or planning activities.

PERSONAL WORKING RELATIONSHIPS

- With public and clients to explain or interpret policies.
- With staff and volunteers to maintain coordination and promote cooperative work relationships.
- With media personnel to promote programs/activities

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually seated, standing, or walking at will in a typical office setting, nutrition sites within area, or various community locations. Limited physical effort required, e.g., lifting of food supplies and bulk prepared foods in serving pans and the cleaning of sites. Regular and recurring travel required.

CONDITIONS OF EMPLOYMENT

- Successful candidate must submit to a pre-employment drug screen and a limited criminal history check.
- Proof of educational credentials is required at time of employment.
- This position has a six month introductory period.

Employee Signature

(Date)

Supervisor Signature

(Date)