

# UMATILLA-MORROW HEAD START, INC.

## POSITION DESCRIPTION

NUTRITION SERVICES DIRECTOR	
<b>Supervisor: Executive Director.</b>	<b>Subordinates: WIC Operations Manager, USDA Manager</b>
<b>Classification: Director I</b>	<b>Exempt Status: Exempt</b>
<b>Terms of Employment: Regular Full-time.</b>	

**Job Goal:** To develop and implement nutritional services for UMCHS families. To provide assistance and direction for the WIC Program and the USDA Child and Adult Care Food Program (CACFP) for centers.

### Essential Responsibilities:

1. WIC, CACFP, Head Start/Early Head Start/OPP Health and Nutrition Component Operation:
  - a. Ensure compliance with all federal, state and local agency policies, procedures and regulations.
  - b. Complete Month End Report for the Executive Director.
  - c. Coordinate with community agencies.
  - d. Attend weekly Administration Meetings.
  - e. Provide feedback to the Administrative Team on the operation of WIC, USDA and HS/EHS/OPP nutrition and health component.
  - f. Assist Health Services Director in organizing the meetings and business of Health Advisory Committee (HAC).
  - g. Complete annual USDA CACFP grant renewal for Centers.
  - h. Perform other reasonably related duties as assigned by immediate supervisor.
2. High Risk Referrals
  - a. Assess nutritional status and special needs of children and their families from health records, dietary questionnaires, and knowledge of community nutrition problems.
  - b. Provide counseling and information to parents whose children have special dietary needs or problems related to nutritional status. Involve parents in developing plans to cope with identified problems.
  - c. Provide high risk follow-up services for women and children who meet risk criteria in protocol.
  - d. Provide consultation on high risk children in classroom as needed.
  - e. Attend Parent/Staff Conferences when requested and provide input.
  - f. Record proper SOAP documentation within client's TWIST file.
  - g. Maintain confidentiality of all records
  - h. Make referrals to physicians and health agencies when appropriate.
  - i. Maintain professional standards with update training, as needed.
3. Breastfeeding
  - a. Ensure breastfeeding is promoted as the first choice for infant feeding by staff to clients and the community.

- b. Ensure local Policies and Procedures support continued Breastfeeding for families and staff.
  - c. Oversee the planning, implementation, and evaluation of breastfeeding promotion and support activities and staff training.
  - d. Keep current with the latest breastfeeding information and inform other local agency staff of new recommendations.
  - e. Identify, coordinate, and collaborate with community breastfeeding resources.
4. Nutrition Education
- a. Coordinate nutrition services with other WIC Program operations.
  - b. Work with WIC Operations Manager to complete annual WIC Nutrition Education Plan and monitor its implementation.
  - c. Write monthly menus that comply with USDA and Head Start policies.
  - d. Provide consultation on menus for contracted services
  - e. Work with Head Start and WIC staff to ensure that each Head Start/Early Head Start child receives a nutrition assessment. This should include information on growth, diet and hemoglobin that is shared with the child's family.
  - f. Provide technical assistance and consultation to local agency staff and other health professionals in nutrition services areas.
  - g. Provide resources and training to staff in nutrition education. Train staff to provide a variety of nutrition education experiences.
  - h. Review and/or develop Nutrition Education classes.
  - i. Prepare and/or evaluate Nutrition Education materials.
  - j. Survey nutrition education needs of parents.
  - k. Provide nutrition education materials to parents by way of brochures, pamphlets, newsletters, etc.
  - l. Ensure quarterly food service monitors are performed at each Head Start site.
  - m. Participate in local and state work groups to improve nutrition and program services.
  - m. Compile and maintain information on community nutrition problems that may affect the health status of UMCHS families.
5. Supervision
- a. Complete performance evaluations annually.
  - b. Monitor job performance.
  - c. Ensure program/component compliance with work plan, policies, procedures and regulations.
  - d. Delegate work assignment and duties.
  - e. Meet regularly with staff.

**Qualifications:**

- 1. B.S. in Food and Nutrition or Dietetics as a minimum. A Registered Dietitian is recommended with Master's Degree preferred. Formal training in the area of nutrition as well as 3 years experience in Community Nutrition working with Maternal Child Health is recommended.
- 2. Current physical examination and TB screen documentation upon hire

3. Desire to work with children and their families.
4. Adequate means of transportation
5. Ability to establish relationship of trust and respect with staff, families and children.

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.\* Keep current and accurate records.
- 5.\* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.\* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.\* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.\* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

***Umatilla-Morrow Head Start, Inc.***

***Is***

***An Equal Opportunity Employer***