

Nutrition Specialist

REPORTS TO: Health Manager

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for assisting with planning, developing, and implementing Health and Nutrition content area, Child Adult Food Care Program (CACFP), facilitating and providing services and feedback concerning Content systems within the Head Start Program.

Essential Functions:

The Nutrition Specialist will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Nutrition Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Nutrition Specialist will demonstrate competency to perform essential functions that include:

1. Implement Health and Nutrition content areas.
2. Provide health and nutrition training and technical assistance to site staff.
3. Implement child health and nutrition screenings and re-screens.
4. Health and nutrition data entry for sites.
5. Collect, analyze, and report on data as needed.
6. Be the main contact for Doctor's offices and agencies providing health and nutrition services.
7. Monitor and assist sites with obtaining nutrition consultation as needed.
8. Monitor site compliance with CACFP/USDA and ADHS requirements.
9. Maintain effective health and nutrition recordkeeping systems.
10. Participate in community networking.
11. Establish a positive working relationship with local providers and serve as an advocate for child health.
12. Assist in management of health/nutrition contracts, collaborations, and memorandums of understanding as needed.
13. Participate and attend meetings with health care providers, Site Managers, staff, parents, and others as needed.
14. Maintain confidentiality.
15. Utilize virtual platforms for meetings and communications.

Minimum Requirements:

1. Bachelor's Degree in Nutrition, Dietetics or related field; Registered Dietician preferred.
2. Two years implementing Health and Nutrition Services in a preschool setting preferred.



3. Two years assisting families in obtaining resources, working with low-income, culturally and linguistically diverse families; preferred.
4. Two years participating in committees and workgroups; preferred.
5. Familiar with Center for Disease Control (CDC), Arizona Department of Health Services (ADHS), Bureau of Child Care Licensure (BCCL) and Child Care Food Program (CACFP) requirements.
6. Advanced computer skills including Excel, PowerPoint, Word, Outlook.
7. Obtain and maintain Food Safety Manager Certification.
8. Arizona's driver's license, proof of insurance, fingerprint card, Social Security card, CPR & First Aid and provide a vehicle for program business.
9. Health Questionnaire is required at hire and will be updated every 3 years.
10. Meet all agencies, state and federally required immunizations or have an approved exemption on file.
11. Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

1. Knowledge in Head Start Program Performance Standards, adult learning styles, monitoring procedures, and legal requirement required.
2. Experience in menu planning and supervision of food preparation for young children.
3. Knowledge of community health/nutrition resources throughout Pinal and Gila counties.
4. Ability to translate theory and professional training into practical solutions.
5. Ability to train staff in PGCCS health and nutrition procedures, perform child screenings, provide technical assistance to staff regarding screening, and monitor screening, follow up, and treatment.
6. Work collaboratively under critical time frames and work with complex and sensitive information.
7. Possess excellent verbal, public speaking, and written communications skills.
8. Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hours per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and



New 7/2023

poor ventilation.

Acknowledgements:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date