

## **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Nutrition Program Coordinator

**Department:** Health and Human Services

**Reports to:** Public Health Manager

**Pay Grade:** 8 (Courthouse)

**Date:** March 18, 2014

**Hours Per Week:** 40

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### **PURPOSE OF POSITION**

The purpose of this position is to coordinate nutrition program activities for the Richland County Senior Nutrition Program in accordance with policies and procedures listed in Chapter 8 “Nutrition Program Operations” of the Wisconsin Aging Network Manual of Policies, Procedures & Technical Assistance, Federal and State laws, and Richland County policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

- Supervises day-to-day operations of the Senior Nutrition Program in accordance with the Richland County Health & Human Services Senior Nutrition Program Employee Handbook.
- Assists with data entry and runs required reports; tracks statistics.
- Prepares documents and participates in State Nutrition Program audit.
- Assists with development and of required Nutrition Program trainings
- Attends and participates in Nutrition Advisory Committee and other applicable program meetings and trainings.
- Promotes the Nutrition Program through various marketing activities and speaking engagements.
- Recruits and trains volunteers for Meals on Wheels.
- Organizes Volunteer Appreciation Breakfast for Meals on Wheels volunteers.
- Projects and orders frozen meals.
- Assists Dietician with menu development and distribution to meal sites and local posting.
- Maintains records and submit reports.
- Assists with program development including food safety and educational components.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with Federal and State regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Associates Degree in Business or Administration, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Food Service Manager Certification or ability to become certified as a Food Service Manager.
- Current WI driver's license and unlimited access to reliable transportation.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to assemble, copy, record, and transcribe data.
- Ability to understand and use advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence, and laws.
- Ability to advise and interpret how to apply programs, procedures, and standards to specific situations.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

### **Judgment and Situational Reasoning**

- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to work independently.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to operate a motor vehicle.

### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date