



Head Start & Early Learning Programs Job Description

Position: Nutrition Specialist
Hours Per Week: 37.5 hours/44 weeks; 30 hours/8weeks
Location: Northampton, MA
Status: Non-Exempt
Supervisor: Health Manager

Position Summary:

Develop and implement nutrition services that are consistent with Head Start Performance Standards and USDA requirements. Assess nutritional needs and status of enrolled children in accordance with Head Start Performance Standards and Department of Early Education and Care regulations.

Essential Qualifications:

Registered Dietitian (RD) or Licensed Nutritionist (LN) with 1 year of professional experience in a clinical or community setting.

Essential Responsibilities:

- Must become knowledgeable and remain current regarding Head Start Performance Standards, Department of Early Education and Care regulations, and Child Adult Food Care Program (CACFP) regulations.
- Monitor height & weight data for all enrolled Head Start children twice yearly.
- Assess each child's growth and nutritional status, iron and lead levels, and eating patterns in accordance to regulations.
- Maintain up-to-date MY HEAD START (database) information and prepare required reports in a timely and accurate manner.
- Review Nutrition Questionnaires and collaborate with parents and educators to gather information in regards to child's nutrition needs.
- Review and sign all allergy and/or food intolerance documentation from health care provider and parent. Follow-up as necessary with parent and/or health care provider to clarify any uncertain documentation regarding any food allergy and/or food intolerance.
- Collaborate with Food Service Coordinator and food service staff to ensure proper diet modifications/adjustments are made for each child in accordance with documentation from parent and health provider.
- Consult with physicians and medical homes as needed; periodically reassess children who classify as high risk and develop appropriate follow-up.
- Involve parents in the planning of menus and collaborate with Food Service Coordinator to create/modify monthly menus.
- Develop and conduct training on USDA Food Program to educators, food service, and fiscal staff.
- Conduct 3 site visits per site annually in accordance with the CACFP.
- Provide nutrition counseling/education/workshops to parents and staff as needed.

- Interface with WIC and other local and State agencies on behalf of children and families enrolled in HS & ELP.
- Participate in the Head Start Health & Family Service Advisory Committee and attend Head Start state nutrition meetings.
 - Attend all appropriate program workshops and meetings.
 - Adhere to agency confidentiality policies.
 - Maintain good in-house relationships with all other staff members and providers.
 - Must display cultural competence and be sensitive to the needs of families with lower incomes.
 - The List of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency.

Physical Demands and Working Conditions:

The physical demand and work environment described below 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.

- The employee is frequently required to sit, stand, walk, talk, use a keyboard and climb stairs, operate bus and equipment.
- The employee must occasionally lift and/or move up to 20 pounds.
- The employee must have the ability to drive a personal vehicle and program vehicles, as needed.
- The work environment is primarily an indoor office space, but the employee will spend some time in the classroom. The noise level in the office is usually quiet. The noise and activity level in the classroom may be moderately high.

AA/EOE/ADA

Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (CORI), Department of Children and Families (DCF) background check, a Sex Offender Registry (SORI), and -based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verifications of MMRs and TB. Documentation of subsequent physical exams must be submitted every 2 years. Must have evidence of a good driving record and ability to be covered under Community Action's non-owned and hired vehicle policy.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE