

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 01/17/2020

NUTRITION SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration of a multi-faceted Nutrition Program for the Elderly. The work involves planning, budgeting, monitoring of contract agencies, coordinating with professional staff both inside and outside of Aging Services, and direct supervision of office staff responsible for carrying out clerical activities relating to the N.P.E. The incumbent is allowed leeway for making routine decisions and confers with the Director of Aging Services for major policy decisions affecting all phases of the nutrition program. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews budgets and programmatic proposals of contract agencies carrying out the Nutrition Programs for the Elderly;
Supervises and coordinates monitoring of nutrition contract agencies;
Manages the day-to-day operation of the administrative component of the Aging Services Nutrition Unit;
Develops work systems and practices which optimize available staffing and resources for the Nutrition Unit of Aging Services;
Exercises direct supervision over the Associate Nutrition Coordinator and clerical staff assigned to the Nutrition Unit;
Works as a partner with outreach and case management staff, as well as community professionals such as hospital discharge planners, to ensure that the N.P.E. functions as part of a comprehensive system of community-based eldercare services;
Conducts planning and review activities whenever changes to the program are contemplated, including the opening of new sites or changes in service delivery;
Maintains and analyzes detailed records and reports, as required by the New York State Office for the Aging and the Director of Aging Services;
Determines the need for services;
Prepares and releases public information and education efforts, including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups and generally interpreting the role of the nutrition services component to the public;
Coordinates with contracted Registered Dietitians to ensure that required R.D. functions (nutrition counseling, nutrition education and menu preparation) are carried out in a way which enhances the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Thorough understanding of aging network programs, especially the Nutrition Program for the Elderly; understanding of the needs of older people; ability to effectively review, understand and evaluate the proposals of contract agencies; working knowledge of community agencies, facilities and services that may be utilized to help the elderly; working knowledge of public relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively, both orally and in writing; ability to organize and direct personnel.

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MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in food and nutrition, food service, nutritional management, gerontology, institution management, community organization, human services or a closely related field, **AND** two (2) years of administrative experience in a nutrition or human services setting, which involves the elements of planning and evaluation of programs, and staff supervision; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in food service, nutritional technology or a closely related field, **AND** four (4) years of administrative experience in a nutrition or human services setting, which involves the elements of planning and evaluation of programs, and staff supervision; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of administrative experience in a nutrition or human services setting, which involves the elements of planning and evaluation of programs, and staff supervision.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 03/02/1982

Revised: 11/20/1991; 01/19/1994; 11/01/1995; 09/25/1996; 01/16/2002; 01/17/2020