



**Job Title:** Nutrition Coordinator  
**Department:** Early Head Start  
**Reports To:** Early Head Start Director

**Status:** Full-Time/Non-Exempt  
**Schedule:** 10-20 Hours/Week  
Monday-Friday

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**Mission Statement:**

Our mission is to focus early learning on what matters most – inside classrooms, in partnership with families, and across organizations – to close the achievement gap.

**Job Summary**

The nutritionist is responsible for supporting the program in the area of nutrition. The Nutritionist will utilize health and nutrition trend data, community assessment, and other community indicators to inform health and wellness planning, and to target specific interventions to at-risk children and families.

Nutrition Consultant shall provide nutrition consultation services within a specified number of hours per week depending on the program's funded enrollment and budget. Typically this is @ 10-20 hrs hours per week with flexibility during the first 90 days and/or based on the needs of the program. Hours not to exceed a specified amount per year.

**Duties and Responsibilities:**

**Nutritional Support in area of Food Service:**

- Develop and/or approve menus for programs and special diets menus as needed (Registered Dietitian), and responsible for all Special Diets and/or provide guidance as needed related to Special Diets (Medical Documentation, Special Diet purchases, Special Diet menu, etc.).
- If needed, support annual Child Adult Care Food Program (CACFP) training to all staff and other parties as needed.
- Deliver annual training to program staff in the area of nutrition.
- Monitor the acceptance of menu items by children in the program and make recommendations for menu changes accordingly.
- Utilize menu ideas from Head Start families to ensure that the menu is reflective of local culture and that menu items are familiar to children.
- Act as a resource and a team member with program staff to plan food-related experiences.
- Notify a program supervisor of any safety or health issues or concerns.





## **Additional Nutrition Services/Support**

Integrates knowledge of evidence-based practices to promote child and family health and wellness to build a health and nutrition program that:

- Assures that all classrooms have up to date food allergy lists that include food substitutions for children with special diets.
- Provides oversight, guidance, and training to program staff to child's program entry.
- Develops specialized diets for children with dietary restrictions and assure that all staff understand children's special needs.
- Helps staff and families understand the relationship between child and family health and nutrition and children's school readiness outcomes.
- Develops strategies to address the health disparities in low-income communities, particularly related to common chronic health conditions such as obesity and low weight.
- Supports the Health Lead in overseeing completion and follow up of yearly nutrition needs for all children in the program, including providing guidance, support and follow-up to develop Individual Care Plans for children with special nutritional needs.
- Supports Family Advocates with individualized support (goal setting) to families of children with significant nutritional needs, including regular care conferences, care coordination and family education.
- Supports the Health Lead in developing community partnerships to assure that children and families preventive health and nutrition treatment needs are met; and that secures long-term relationships for families to providers who will support their children's long term health and well-being .
- Coordinates with Service area teams to develop and implement health and wellness strategies to reduce incidence of childhood obesity, implementing program's best practices.
- Effectively coordinate with Family Services, Health, Early Learning, and Mental Health and Disabilities teams to maintain nutrition requirements documentation and follow up.

## **Job Specifications:**

*All team members and consultants are expected to be technically competent and committed to continuous development of their skills. The following skills, knowledge, education, or certifications are specifically required for this position:*

### *Requirements:*

- Registered Dietician or Licensed Nutritionist Required (per state requirements)
- Experience working with families of children 0-5 in low-income communities supporting their health, nutrition, and wellness goals, Training, and experience in nutrition sciences.
- Food services management experience preferred.





- CACFP experience preferred.

**Salary: \$24,000.00**

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