

**NEW RIVER VALLEY AGENCY ON AGING
JOB DESCRIPTION**

POSITION TITLE: NUTRITION PROGRAM SUPERVISOR
SUPERVISED BY: EXECUTIVE DIRECTOR

JOB SUMMARY:

Responsible for managing nutrition program including working with sub-contractors to ensure quality services and compliance with federal, state and local regulations, ordering of meals, ensuring nutrition programs stays within allotted budget, supervision of 6 part-time nutrition site managers, resolving client issues related nutrition services and compiling monthly and quarterly reports.

JOB REQUIREMENT:

This position requires confidentiality in the handling of all client files and information as outlined in the Agency's Privacy Protection Policies & Procedures. Within 6 months of employment certification in Food Safety and Sanitation is required. The Agency pays for the training and associated fees. This position may involve occasional lifting. Must be able to safely lift up to 25 pounds. Possession of valid Virginia driver's license and an automobile for required travel. The person in this position is a mandated reporter of suspected abuse and neglect.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR POSITION:

- Knowledge of the biological, psychological, and social aspects of aging, and the impact of disabilities and illness on aging.
- Knowledge of community resources and public benefits eligibility requirements
- Knowledge of nutrition and food as it relates to the older adult population.
- Knowledge safe food handling principles and the ability to become certified in Food Safety and Sanitation
- Knowledge of basic disease prevention and health promotion.
- Skills in management, supervision and problem solving
- Skills in planning programs and staff trainings
- Skills in establishing and sustaining interpersonal relationships
- Skills in negotiating
- Ability to communicate with persons with varying socioeconomic backgrounds.

- Ability to work independently.
- Ability to understand and implement policies.
- Ability to write policies and procedures when needed.
- Ability to use Microsoft Word and the World Wide Web for work related task.
- Ability to compose correspondences and reports and maintain programs files and records
- Ability to learn to geography of the 4th Planning District (NRV), to read maps and drive to points necessary.
- The person in this position is subject to criminal background checks and pre-employment drug screenings.

EDUCATION AND/OR EXPERIENCE LEVEL:

- Bachelor's degree in human services, nutrition or business management.

DUTIES OF THE POSITION:

- Work with vendors to ensure quality and resolve problems.
- Explore new vendor possibilities and prepare request for proposals as needed.
- Negotiating with vendors regarding pricing, service delivery, etc.
- Ensure that vendors are meeting federal, state and local regulations.
- Assist with budgets for home delivered and congregate meals program.
- Ensure that the nutrition program stays within allotted budget.
- Serve as a liaison between Agency on Aging Staff and Senior Services staff regarding transportation of congregate site participants and the delivery of meals.
- Compile monthly and quarterly reports.
- Distribute annual satisfaction survey to Nutrition Program clients and compile results.
- Supervise nutrition site coordinators

- Conduct regular (usually monthly) meetings with site coordinators.
- Plan in-service training to site coordinators and Senior Services staff regarding food safety and food delivery issues.
- Attend necessary and appropriate trainings.
- Perform annual monitoring of nutrition sites, home delivered routes and food vendor (more frequent monitoring may be needed).
- Order food from vendors/Daily orders for hot meals/Periodic order for shelf stable and frozen meals.
- Identify community resources for programming for sites.
- Attend weekly staff conferences and follow through with recommendations to start and/or change services for HDM and Congregate meals clients.
- Validate status of HDM and Congregate clients who have been inactive for an extended period of time.
- Compose correspondence and maintain program files and records, both paper and electronic.
- Ongoing professional development (trainings, seminars, in-services).
- Basic computer functions.
- Other duties as assigned.

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