

**AGEGUIDE NORTHEASTERN ILLINOIS
POSITION DESCRIPTION**

Position Title: Nutrition Specialist

Reports To: Manager of Grants Administration

Supervises: This position supervises the Nutrition Services Coordinator

Position Summary:

Under the direction of the Grants Administrator, the Nutrition Specialist provides a wide range of duties related to successfully implementing the Older Americans Act Title III-C Nutrition Services throughout AgeGuide's 8-county planning and service area. Nutrition Services, including Congregate Meals and Home Delivered Meals, are a crucial component in reducing hunger and food insecurity, promoting socialization of older adults, and promoting the health and well-being of older adults by preventing the onset of adverse health conditions resulting from poor nutritional health and/or sedentary behavior. The Nutrition Specialist ensures the nutrition programs are efficient and effective by ensuring the funded partners adhere to the service performance standards and deliverables through program oversight and coordination. The Nutrition Specialist will concentrate efforts on planning, program development, and management while working closely with agency partners and providing information and guidance on nutrition services. This position will work closely with AgeGuide staff to complete necessary Illinois Department on Aging reporting, manage program and operational monitoring for each nutrition program; and analyze service performance data to ensure targets are met. The Nutrition Specialist will represent AgeGuide at Illinois Department on Aging meetings and professional associations and organizations. The Nutrition Specialist must be creative, analytical, and driven to stay current on best practices in senior Nutrition.

This position also oversees the direct service administration of Home Delivered Meal services in Kankakee County, though September 2021.

Major duties and responsibilities include:

Program Coordination and Guidance

- Provide guidance and technical assistance to nutrition program providers on policy, funding, and operational matters.
- Convene and facilitate meetings with nutrition funding recipients to resolve operational issues, share best practices, and improve program performance.
- Facilitate coordination between assessment and referral agencies (CCUs) and nutrition funded providers
- Coordinate transition of nutrition provider programs as needed, including researching

community need demographics, program statistics, and community information

- Participate in IDOA Nutrition Advisory Council and other special task forces as needed
- Interface with townships, food banks, and other community organizations as needed.

Request for Proposals Funded Provider Selection

- Maintain knowledge of Federal and State grants administration requirements, policies and procedures.
- Maintain Nutrition program standards in coordination with state and federal policy
- Develop and maintain applications and scoring rubric for nutrition funding Request for Proposals
- Review Request for Proposal applications and budgets and make recommendations

Program Performance Monitoring and Data Management

- Develop and maintain annual nutrition program monitoring documents
- Conduct on-site nutrition site monitoring of each site every 3 years to ensure adherence to state and AgeGuide performance standards
- Review monitoring results, prepare documentation and follow up on remediation of findings
- Review monthly program performance reports, identify trends and make recommendations as needed
- Monitor and approve nutrition site changes
- Maintain nutrition site information and monitoring history
- Compile grantee performance and spending data and generate weekly, monthly, semi-annual, and annual reports as required

Direct Service Program Administration

- Coordinate direct service administration of Home Delivered Meals program in Kankakee County through September 2021
- Prepare program budgets and monitor program expenses
- Develop policies and procedures to ensure the direct service program is operating effectively
- Oversee Nutrition Services Coordinator duties and provide support with application of policies and procedure
- Ensure effective coordination with meal vendor and client referral agency
- Coordinate monthly donation letter mailing

Senior Farmers Market Program Coordination

- Attend annual online training with IDOA
- Determine allocation of coupons by county
- Train distributing agencies on distribution process and required paperwork
- Prepare completed paperwork and send to IDOA along with returned coupons
- Prepare IDOA race/ethnicity report

Required Competencies

- Fluent in Microsoft Office applications (Outlook, Word, Excel, PowerPoint) including use of Excel for data analysis
- Ability to quickly learn a variety of on-line communications platforms
- Writing skills to appropriately communicate simple to complex messages and a professional image of AgeGuide
- Mathematical ability to analyze budgets and performance data (i.e. units, persons, expenditures) and prepare projections
- Ability to analyze and synthesize information into coherent and usable form
- Comfortable and confident public speaker

Education and Credentials

- Preferred minimum of a Bachelor's degree or its equivalent experience in a social science or related field
- Preferred Certified Professional Food Manager

Preferred Experience

- 3 -years experience in social services programming, gerontology or other related field or substantial commensurate experience in similar roles in this field.
- 3 years program management experience
- Some experience with senior nutrition programs