

**Children's Friend and Service
Job Description**

Job grade 11

Title: Nutritionist

Reports To: Nutrition Supervisor

Qualifications: Bachelor of Science Degree in Nutrition, Dietetics or related degree. Minimum of 2 years of experience preferred. Must have a valid driver's license, auto liability insurance, and a car to be used for work related tasks. Must provide documentation showing proof of all medical clearance and immunization requirements. Must maintain CPR and first aid training.

Duties:

1. Provides culturally competent nutrition counseling and support to Children's Friend's programs, including, but not limited to WIC, Head Start, Early Head Start, Pre-K, Childcare and Early Head Start Child Care Partnership families within the guidelines specific to each program.
2. Demonstrate effective leadership of Children's Friend through a commitment to excellence, modeling for others, and building a culture of success. Identify specific opportunities for integration and collaboration throughout the agency and provide leadership to the process.
3. Collaborate across Head Start domains, WIC (internal and external sites), Children's Friend and community based programs to ensure all clients receive appropriate services through the coordination of care and individualized referrals.
4. Creates, maintains and monitors proper documentation of student allergies and dietary restrictions, including the development of Individual Nutrition Plans.
5. Leads and actively participates in nutrition-related activities such as Active play class, cooking demonstrations, classroom activities and Farmer's Market activities
6. Ensures all WIC procedures and documentation standards are met (e.g. certification of all eligible WIC participants according to WIC policies and procedures, eligibility screening, special formula issuance, general food packaging maintenance, anthropometric measurements, etc.).
7. Ensures agency-wide compliance with Food Safety Procedures and menus.
8. Documents services in client charts according to agency and program standards.
9. Serves as a nutritional resource for the agency and the community through consultation and training, including compliance with Food Safety Procedures and menus
10. Assists in the maintenance of the overall office cleanliness, answering and attending to phone calls, and other general client/office needs.
11. Contributes to the overall success of programs by working constructively and collaboratively with other staff members to address programmatic or agency-wide issues and needs including participation in quality assurance activities, as well as appropriate department, agency, and community meetings and activities.
12. Constructively utilizes formal and peer supervision to evaluate and improve effectiveness in providing services to clients.
13. Pursues ongoing professional development through professional reading and attending relevant workshops and conferences.
14. Participates fully in Children's Friend's Universal Training Curriculum, which provides intentional, practical and reflective training to ensure the agency maximizes the capacity and expertise of each staff member, both individually and as part of the overall Children's Friend team.
15. Interacts effectively and respectfully with others and particularly with individuals whose

background and life experiences are different from one's own.
16. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee's Signature

Date

Created: 05-01-2016 (MEL)