

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

Job Grade: 8

**Title:** Health and Nutrition Services Manager

**Reports to:** Director of Health and Nutrition

**Qualifications:** RN, nutritionist (current Rhode Island license), or related health field. Must have supervisory experience and expertise in working infants, young children, and at-risk families 5 years of experience working with pregnant women and expectant families, young children, and at-risk families. Must provide documentation showing proof of all medical clearance and immunization requirements. Must have a valid driver's license, required insurance liability limits, and a car to be used for work related tasks.

**Duties**

1. Provide leadership, knowledge, support and supervision to supervisors in health and nutrition services using the principles of coaching and reflective practice.
2. Promote a collaborative multi-disciplinary environment in developing a service plan for each child and family.
3. Ensure that all client records are complete and that services are in compliance with all health and nutrition standards (Head Start, WIC).
4. Provide health assessments of young children and families from all programs as needed, and share information with appropriate staff.
5. Oversee all health and nutrition related services in the agency and build linkages to ensure that the health needs of our clients are met.
6. Support and monitor health and nutrition staff in areas of caseload, productivity requirements and documentation to ensure that both programs and agency requirements are met.
7. Facilitate the Health Services Advisory Committee to be held three times a year to include creating opportunities for meaningful parent involvement.
8. Provide leadership in state and community health and nutrition related initiatives, collaborating with community health and nutrition providers, Early Intervention programs, and other health nutrition related organizations to improve service delivery in the community.
9. Develop and implement wellness education programs, including smoking cessation and other topics of interest to program participants and the community.
10. Identify local health resources and eligibility requirements for accessing those resources, ensuring all participating families have a medical home.

11. Constructively utilize formal individual and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
12. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's management core training program).
13. Contribute to the overall success and quality of the program through working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
14. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
15. Provide leadership in ensuring that all individuals are treated respectfully and that diversity in backgrounds and life experience is supported and valued throughout the agency.
16. Assist in publicizing agency programs and educating others about the agency and its services.
17. 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.

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Employee Signature

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Date