

SUPPLEMENTAL JOB DESCRIPTION

Classification: NUTRITION CONSULTANT

Function Code: 6587-048

Position Title: Nutrition Consultant

Date Established: 8/15/88

Position Number: 12627

Date of Last Amendment: 9/20/18

SCOPE OF WORK: To plan, manage, monitor and provide technical assistance and training on statewide nutrition and meal programs provided to older adults and adults with disabilities.

ACCOUNTABILITIES:

- Plans, coordinates, implements and evaluates the Older Americans Act Nutrition Programs and other federally and state funded nutrition programs for older adults and adults with disabilities within a comprehensive and integrated home and community-based long term care system.
- Provides nutrition consultation, guidance, education and technical assistance to agencies providing meals funded by the Older Americans Act, the Social Services Block Grant, USDA and other funding sources.
- Provides technical assistance and consultation regarding nutrition, nutrition education programs, and nutrition and public health programs available to older adults and adults with disabilities to nutrition providers and other stakeholders. Including but not limited to case consultation to DHHS Adult Protection Program and Public Health Services nutrition staff.
- Develops standards, policies and procedures to ensure adherence to the nutritional requirements as specified in the Older Americans Act and USDA Senior Nutrition Programs. Develops tools to monitor state and local agency compliance with established standards, policies, procedures and contractual requirements. Conducts on-site reviews to ensure compliance.
- Reviews and analyzes local agency meal menus in collaboration with contracted nutrition providers to ensure compliance with federal and state nutritional standards and the needs of the older adults and adults with disabilities.
- Reviews and analyzes quarterly and semiannual reports to ensure compliance with federal and state policies and administrative rules; determines other or additional data or information to be collected.
- Reviews population health data to determine statewide nutrition needs and food insecurity for older adults and adults with disabilities to ensure adequate access to services and resources. Identifies and conducts targeted outreach to high risk areas.
- Identifies and implements evidence-based practices, industry best practices, and other emerging quality improvement and quality management tools to ensure that all aspects of nutrition preparation, delivery and consumption meet highest standards.

- Collaborates with other state, federal and local programs to address holistic nutritional needs of older adults and adults with disabilities to increase participation in other programs including, but not limited to: Senior Nutrition Assistance Program, Commodity Supplemental Foods Program and Senior Farmers' Market Nutrition Program. Participates in and promotes regional and statewide initiatives to collaboratively address food insecurity among older adults and adults with disabilities.
- Collaborates with NH Hospital Nutrition Services, DHHS' Bureau of Human Resources, Division of Public Health Services and other DHHS partners to develop internship opportunities for students, and works with interns as a preceptor
- Collaborates with other public health programs, such as nutrition services, injury prevention, rural health and chronic disease to integrate health promotion and prevention into nutrition programs for older adults and adults with disabilities.
- Acts as primary program liaison between DHHS and the US Administration for Community Living for Older Americans Act Nutrition Programs, participating in educational sessions, meetings and conference calls.
- Responds to requests for nutrition program information from federal and state partners, providers, other stakeholders and the public, including developing and delivering presentations, and preparing and providing legislative testimony.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in nutrition science, public health nutrition or nutrition education.

Experience: Three years' experience in human nutrition or dietetics, at least two years of which must have been in a public health or community based nutrition program and/or in a food service program serving the nutritional needs of older adults and/or adults with disabilities. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Must be registered or eligible for registration as a Registered Dietitian or Registered Dietitian Nutritionist with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics, and must be licensed as a Dietitian by the New Hampshire Board of Licensed Dietitians. Must possess a valid driver's license and/or have access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: Occasional travel out-of-state may be required. The completion of the NH Safe Driver workshop or online course is required after hire.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title, Position #: Director, Office of Human Services, #9U402

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date Reviewed

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Administrator II, #12282

Supervisor's Signature

Date Reviewed



JBW

9/20/18

Division of Personnel

Date Approved