

NUTRITION PROGRAM COORDINATOR

DEFINITION

Under direction, provides comprehensive management and coordination to the Dane County Elderly Nutrition Program centralized in the Dane County Aging Program Office for nutrition services in a county-wide program for older persons age 60 and over and their spouses. Performs related work as required.

EXAMPLES OF DUTIES

Establishes a supportive relationship with nutrition providers and their site managers, initiates training to assist the service delivery system, centralizes the management functions and reporting requirements, and enables older persons to represent sites by sharing in the advisory role which gives direction to the county-wide program; implements a management information system for the Dane County Aging Program utilizing available personal computer software to measure the impact of funded services on target populations and provide a data base of statistical and financial information which meets the requirement of the State of Wisconsin and federal Older Americans Act funds; assembles necessary information from provider records to identify individual participants, services delivered and functional assessment data where applicable to initiate tracking capabilities for funded services and avoids duplication in the provider reporting procedures; prepares required reports related to provider service performance and the persons served from computer data base information for submission to the Area Agency on Aging in keeping with the Dane County Plan for Older People and its annual amendments; prepares specifications and conducts competitive bidding process for catered meals; monitors the performance of catered meal sources under contract to Dane County for congregate and home delivered meals and operation of sites affiliated with the Dane County Elderly Nutrition Program, makes necessary payment adjustments to caterer billings as documented by nutrition site information and provide for on-going evaluation of the meals and services of the caterer(s) in compliance with the terms and conditions of the contractual agreement with Dane County and the Policies and Procedures of the State of Wisconsin and the Older Americans Act Nutrition Program.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to one year of institutional food service management experience or graduation from an accredited college or university with a bachelor's degree in a food science, behavioral science or related field. Training and experience in the field of aging is highly desirable.

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Knowledges and Abilities: Knowledge of the concerns, needs and interests of older persons including nutritional needs and its impact on their health and wellness; knowledge of group dynamics; ability to work with older persons in the nutrition program planning process to enable direction for that program; ability to manage the operations of multiple nutrition site and home delivered meal systems; ability to conduct a competitive bidding process for catered meals; ability to prepare and present financial and programmatic reports; ability to gather information to measure nutrition program use and impact which is compatible with a computerized data base system; ability to establish and maintain cooperative working relationships.

Special Requirements: Must have or be able to obtain a valid Wisconsin driver's license and have access to personal transportation.

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