



**ELDERBRIDGE AGENCY ON AGING
JOB DESCRIPTION**

TITLE: Healthy Aging Program Coordinator

OFFICE ASSIGNMENT: Mason City TERRITORY ASSIGNMENT: As Assigned

SUPERVISOR: Health Aging Director SALARY: Non-Exempt

BASIC FUNCTION:

The Healthy Aging Program Coordinator is responsible for managing the Nutrition Program in the assigned area by monitoring nutrition program contacts and providing technical assistance to the subcontractors. The Healthy Aging Program Coordinator will also serve as a leader for evidence-based wellness programs in the assigned area.

The following are reoccurring tasks construed as exclusive or inclusive. Other duties may be required and assigned but are in line with the job classification and qualifications. These responsibilities must be performed with or without accommodations.

RESPONSIBILITIES AND DUTIES:

As Evidence-Based Program Coordinator:

- Conduct leader training to expand evidence-based wellness programs throughout the service area.
- Develop local partnerships and promote programs throughout the service area.
- Conduct evidence-based classes as scheduled throughout the agency service area

As Nutrition Coordinator:

- Monitors food cost, fiscal, perpetual inventory, and other subcontractor's records as needed to achieve program goals and maintain program standards.
- Provides technical assistance to subcontractors and site personnel in food safety, perpetual inventory, record keeping, supportive services, and any area where the site is having problems.
- Evaluates subcontractor's performance in delivering nutrition services to seniors.
- Works with community groups who directly or indirectly support the senior nutrition program.
- Trains new site managers and cooks in the senior nutrition program regulations and operation.
- Provides technical assistance to assigned Subcontractors on budgeting, personnel management, and resource development.
- Assists Nutrition Program Director in assigned tasks, including but not limited to tasks such as menu, recipe, and buying guide development, program planning and budgeting, compiling records, and in-service training for site personnel.
- Conducts and advises site managers on nutrition education activities.

As Fresh Conversation Coordinator:

- Maintain certification with the National Nutrition Certification Program.
- Recruit and train volunteer facilitators for monthly Fresh Conversations meetings at participating meal sites as assigned.
- Participate in monthly online meetings with IDPH program staff.
- Provide technical assistance to meal site facilitators to prepare for monthly education meetings.
- Assist in annual training to facilitators.
- Conduct monthly meetings if the facilitator has not been identified.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES:

1. Job skills such as use of a printer, multi-line phone system, and copy machine.
2. Strong math and computer skills including use of Microsoft Office products: Outlook, Word, Excel and Access, and web software, Facebook, and Twitter.
3. Proven oral and written communication skills; Ability to communicate effectively with individuals and community organizations, especially older adults in person, in writing, and on the telephone.
4. Strong planning and organizational skills, and ability to work independently and in teams and groups, working as a participant and leader as a situation requires.
5. Capability to gather and enter data, and aptitude in judgment when applying/interpreting agency policies and procedures or solving problems.
6. Knowledge of community resources, working knowledge of and adherence to applicable federal / state regulations including, but not limited to, laws related to food safety, patient confidentiality, the release of information, and HIPAA.
7. Working knowledge of the purpose and mission of area agency on aging and aging and disability resource coordination center.
8. Strong interpersonal skills to relate to diverse cultures, older persons, and their caregivers.
9. Ability to build effective collaborations and partnerships using diplomacy and tact.

QUALIFICATIONS:

1. Bachelor's Degree in Home Economics, Family and Consumer Science or related field -or- Associate's Degree in Home Economics, Family and Consumer Science, or related field plus 2 years' related experience. -or- High School Degree plus 3 years' related experience.
2. Experience helpful in foodservice management including dietetics, nutrition menu planning, food production, cost control, and perpetual inventory systems. Certification in food service management preferred, but not required.

PHYSICAL DEMANDS:

- The person occupying this position must be able to perform all responsibilities and tasks outlined above, which may include:
- Lifting items weighing up to 30 pounds along with bending and twisting simultaneously, including lifting program materials, equipment and supplies onto/off of cart;
- Standing for extended periods – up to one hour;
- Sitting for extended periods – up to 90% of the time.
- An employee in this position must have a valid driver's license, be able to be insured as a motor vehicle operator, and be able to travel frequently in the Agency's area, as the job requires.
- While performing the duties of this position, the employee is occasionally required to walk, sit, use hands or fingers, feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the duties that are not essential for the satisfactory performance of the position.

WORK ENVIRONMENT:

- The noise level in the work environment is moderate.
- Elderbridge and its employees strive to provide a respectful work environment where all individuals are treated with respect and dignity and are inspired to use their creativity to meet consumer needs. All relationships among persons in the workplace are to be business-like and free of bias, prejudice and harassment.

I have read and understood this explanation and job description.

Signature: _____ Date: _____