

## **POSITION: Nutrition Project Director**

**CLASSIFICATION:** Full time  
**FLSA:** Exempt

**REPORTS TO:** Director of Operations

### **POSITION SUMMARY:**

The purpose of the Nutrition Project Director is to lead and manage all nutrition programs whether under grant, contract, MOU or as a direct service of the Agency. The position also provides leadership and is responsible for planning and development of new initiatives related to the future and the needs of the nutrition program and the clients they serve. The position functions under general supervision of the Director of Operations.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Responsible for development, management, monitoring and reporting of all nutrition programs and services within the Agency, both contracted and direct.
- Provide assistance as assigned with bid procedures, grants, contracts and MOUs for department services and programs in compliance with pertinent laws, statutes and regulations.
- Develop, implement and assess short and long-term planning, including goals, objectives and outcomes for nutrition programs. Evaluate and report on results annually. This includes client satisfaction, as well as outcome and performance measures.
- Help formulate procedures in accordance with Board policies directly related to Department programs and services. This includes implementation, review and monitoring for compliance of such policies and procedures.
- Develop job descriptions, recruit, interview, select and train Department employees. Includes supervision, evaluation, discipline and termination of Department employees.
- Develop and implement training and technical assistance for all nutrition-related staff, both contract and direct. This should include, at a minimum, training for Senior Center Administrators, Head Cooks and all direct nutrition staff.
- Identify and/or establish quality assurance/performance measures for all nutrition programs, including the use of quality assurance tools.
- In coordination with the Program Monitor and the Fiscal Manager, monitor and evaluate direct and contracted nutrition programs through on-site assessment and analysis of data, reports, and other periodic visits to determine that the centers are maintaining efficient and quality food services, are in compliance with the OAA, CFRs, CSRs and Agency regulations and have adequate methods of cost and accountability.
- Ensure that all senior centers are able to continually meet State and local fire and sanitation standards. Monitor the results of all fire and safety inspections.
- In conjunction with a Registered Dietician, review, evaluate and make alterations to menu cycles; evaluate special dietary needs and compliance with menu pattern for all senior centers, and develop standardized menus to be used in all senior centers.
- Develop and/or approve all nutrition education programs and ensure documentation in AgingIS.
- Integrate all nutrition programs, direct and contract, with other HCB long term care programs including Evidence Based Health Programs.

- Represent the Northwest Missouri Area Agency on Aging in a positive manner with prospective, former and current contractors, partners, employees, other organizations, clients and the general public. Interact effectively with a diverse group of organizations, governmental representatives, communities, professionals, clients, employees and in a highly-professional manner.
- Support and uphold the mission statement, principles and policies of the Northwest Missouri Area Agency on Aging.
- Handle confidential information with tact and discretion and in compliance with applicable HIPAA regulations and requirements.

**OTHER DUTIES:**

- Assist with disasters per the Agency's disaster plan and as assigned.
- Internal control and monitoring functions as assigned.
- Perform other functions and duties as necessary or as assigned.

**KNOWLEDGE REQUIRED:**

Position requires a Dietician, RD, Nutritionist, Food and Nutrition Specialist or Public Health Nutritionist with a Bachelor of Science Degree, with a major in one of the following:

- ✓ Dietetics, food and nutrition or institutional food management and eligible to take the registration examination offered by the American Dietetic Association;
- ✓ Human nutrition or a major in dietetics;
- ✓ Major in food and nutrition or institutional food management;
- ✓ Master of public health nutrition or a master of science with a major in public health nutrition.

**SKILLS/ QUALIFICATIONS/ ABILITIES REQUIRED:**

- ✓ Leadership and vision
- ✓ A demonstrated commitment to high professional ethical standards and a diverse workplace
- ✓ Excellent interpersonal skills and a collaborative management style
- ✓ Able to work independently and set and meet own deadlines without supervision
- ✓ Ability to work well with all levels of education and expertise
- ✓ Understanding of corporate culture, policies and goals and how to implement them as a director
- ✓ Able to develop and implement a sound strategy and plan
- ✓ Understanding of client base
- ✓ Extensive computer skills including the ability to learn specialty computer programs as well as operate a wide variety of technological equipment
- ✓ Conflict resolution and negotiation
- ✓ Training and public speaking skills preferred
- ✓ Creative thinking and problem solving – the ability to look at situations from several points of view
- ✓ Delegates responsibility effectively
- ✓ Excellent people manager, open to direction and collaborative work style and commitment to get the job done
- ✓ Persuasive with details and facts – ability to challenge and debate issues of importance to the Agency
- ✓ Travel extensively primarily by car

- ✓ Verbal and written communication by phone, computer and face-to-face with contractors, other organizations and clients.
- ✓ Able to do moderate lifting, pushing and pulling

Send résumé to [rflaherty@nwmoaaa.org](mailto:rflaherty@nwmoaaa.org)  
Position will remain open until filled