

JOB POSTING

JOB TITLE: Health and Nutrition Manager
DIVISION/OFFICE: Early Childhood Development
EMPLOYMENT TYPE: Full-Time
REPORTS TO: Division Director

LOCATION: 201 First Street, Newark, NJ 07107
FLSA STATUS: Exempt
SOC CODE: 11-9199
COMPENSATION: \$60,000 - \$70,000

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:

The Health and Nutrition Manager is responsible for the Child Health, Safety and Nutritional services for La Casa de Don Pedro's Early Childhood Education Division. The manager is guided and ensures compliance with Head Star Performance Standards as well as local, state and federal regulations. The manager is responsible for the development, management and outcomes stemming from the related systems and procedures put into place for the delivery of quality health, safety and nutrition services.

RESPONSIBILITY AND DUTIES:

- Assist with planning, coordinating, implementing and evaluating the health, safety and nutrition service plans, systems and procedures
- Develops written health, environmental safety, sanitation, food service and emergency policies and procedures that are acceptable and approved in compliance with local and state regulations, and as appropriate in coordination with the division director, consultants, staff, policy council, and the Executive Director.
- Ensures compliance with Head Start performance standards as well as other local, state and federal regulations, to ensure health, safety and nutrition standards are met.
- Contributes to the development of the Division's Annual Plan, program proposals and Community Assessment, as required.
- Monitors and follows up on health and nutrition status of children in the services systems and outcomes to ensure high quality and individualized services are delivered for children and families consistent with the program requirements.
- Build alliances with community health and nutrition stakeholders to in order to create interagency linkages that meet the needs of the children and their families.
- Provides training and technical assistance to staff based on assessment of health, safety and nutrition service area needs.
- Has primary responsibility for the content, operation and oversight of the food services program with the supervision of the Health and Food Services Staff.
- Disseminates and interprets information to Center Directors related to changes in nutrition regulations
- Ensures follow-up on service area-related recommendations.
- Monitors health – inclusive of dental, eye, allergies, etc. safety and nutritional services, with appropriate records keepings, of relevant data and documents related to all findings consistent with the program requirements.
- Organizes and facilitates the activities of the agency's Head Start Health Services Advisory Committee (HSAC); ensures that Committee membership is composed of all required professions and parent representation and that it meets at least twice a year.
- Conducts regular health meetings and trainings with center directors and related staff.
- Administers and observes the organizations office operations, policies and procedures
- Volunteerism is encouraged during La Casa's sponsored events
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Education degree in Health, Nutrition plus 5 years of experience in health/nutrition administration for young children.
- Knowledge of young children's food requirements according to the U.S. Department of Agriculture and U.S. Department of Health & Human Services, Administration of Children & Families and the Office of Head Start and Child Care Food Program regulations.
- Knowledge of the elements and requirements related to health, safety and nutritional programs and services, as well as to the associated services within and for the community
- Ability to implement Federal , inclusive of the U.S. Department of Agriculture and U.S. Department of Health & Human Services, Administration of Children & Families and the Office of Head Start inclusive of Head Start Performance Standards as well as state and local requirements.
- Knowledge of NJ Licensing and CACFP Nutrition regulations.
- Ability to communicate and work with diverse families and professionals.
- Ability to instill, supervise and provide appropriate and proper operational practices of diverse skilled program staff.
- Ability to guide staff in obtaining positive nutrition, health and safety nutritional results.
- Ability and willingness to work in programs located in high-risk, low-income communities.
- Proven ability to function as a leader, as well as a team member.
- Ability to exercise discretion in handling confidential information and materials.
- Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines
- Must have excellent written and verbal communication skills
- Must be able do daily site visits
- Provide monthly reports to division director.
- Appropriate intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology / software as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCHEDULE:

- Monday – Friday, 9:00am -5:00 pm (Schedule may vary according to meet Early Childhood Development needs)

TO APPLY:

- Email your resume with cover letter to: Ecdrecruiting@lacasanwk.org Only candidates being considered for an interview will be contacted.

Open Date: 11/30/2018 **Closing Date:** 1/31/19

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasanwk.org

