



Position Description

Position: Nutrition Aging Specialist

FLSA: Non-exempt

Reports To: Nutrition Meals Team Lead

Updated: 1/2024

Supervises: N/A

Position Summary: The Nutrition Aging Specialist position, in many cases, is the first impression of NEI3A and its services. Primary responsibilities will be to interact positively and professionally with consumers, their families, and other stakeholders. This position will also engage with partners in our service provisions to meet the needs of older persons to age with independence, dignity, and wellness. This position is responsible for delivery of NEI3A nutrition services and provision of evidence-based health promotion classes. Programming may take place at NEI3A locations or other community locations (such as meal sites, community centers, libraries, churches, etc.)

Position Responsibilities:

- Maintain regular contact with Home Delivered meal consumers either directly or through volunteers.
- Oversee and coordinate nutrition services as assigned including new referrals, annual consumer updates, assisting with referrals to additional resources, and interacting with meals vendors.
- Meet with Home delivered meal consumers in their home annually to verify eligibility and program effectiveness.
- Invite and encourage new participants and welcome to mealsite or other service locations, refer consumers to appropriate staff for other services.
- Ensure accurate records and complete data entry.
- Recruit, train, schedule and recognize volunteers.
- Participate and collaborate with regional staff to promote NEI3A.
- Instruct wellness, nutrition, and other health promotion and evidence-based classes as directed by Nutrition Director.
- Assist with and coordinate activities and programs to help maintain independence for older persons.

Essential Skills, Knowledge, and Abilities:

- Compassion for older persons, ability to interact with them and assess additional needs
- Self-starter with strong customer service skills
- Knowledgeable of community services and resources available for older persons in area served.
- Ability to communicate well with diverse populations.
- Ability to present prepared information to groups.
- Good time management skills and ability to prioritize tasks.

- Ability to think creatively to meet the needs of consumers.
- Knowledge of personal computers, able to manage emails, and complete accurate data entry with appropriate guidance.

Required Qualifications:

- Associate degree in human services or related field and four years' experience working directly with consumers or with the public.

Or

- High school diploma or GED and 7 years full time work experience with individuals overcoming health, psychological, or economic problems.

Required Travel

- Travel out of assigned area to required meetings or to assist other nutrition staff in different locations as requested.
- Travel to consumers' residences to complete annual intake for home delivered meals.
- Use own vehicle or agency owned vehicle to support nutrition program.
- Employee in this position must hold a valid driver's license and proof of insurance.

Physical Demands:

- Essential functions of this position include working with and around other staff and guests; vision acuity (near) for reading computer work; hearing and speech for ordinary conversation and for communicating with staff and guests in person and over the phone; finger dexterity/touch for typing, writing, filing, etc.
- While performing the duties of this job, the employee is required to use computers and computer systems (including hardware and software) to enter data or process information for extended periods of time.
- Employee in this position will be required to travel distances and ascending /descending stairs, standing, bending, and stooping, including but not limited to accessing consumer homes as required
- Should possess the ability to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Employee in this position must hold a valid driver's license and proof of insurance.
- Ability to travel throughout the state of Iowa to and attend out of state meetings and conferences as necessary.

Work Environment:

- Will travel frequently to meal / activity sites within designated region and outside of region as necessary.
- May work in a variety of work environments to include office, centers, meal sites, or community settings.
- Will access consumer's private homes that will have a variety of environments.

Pay:

\$17.00 - \$19.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location:

Hybrid remote in Waterloo, IA 50702

