



Position Description

Position: Nutrition Ed Team Lead

FLSA: Non-exempt

Reports To: Nutrition Director

Updated: 5.26

Supervises: N/A

Position Summary: Aging Specialist III Nutrition Ed Team Lead position requires unique skills and knowledge to support the nutrition program to create and oversee nutrition education, manage multiple projects with technical details, and oversee the Senior Farmers Market Nutrition Program. As part of a team, the Team Lead will develop and coordinate nutrition education programming for older adults and assist with health promotion classes and other lifelong learning opportunities. Programming may take place virtually, via electronic or print communications, or at NEI3A locations or other community locations (such as community centers, libraries, churches, etc.) This position will coordinate additional special projects such as Menu tracking for multiple meal services, Health License Renewals, Site Assessments, and other related initiatives. This position will be trained in multiple Evidence-Based programs to assist with delivery of Health and Wellness activities.

The following responsibilities are representative of recurring tasks. These are not to be construed as exclusive or inclusive. Other duties may be required and assigned. These responsibilities must be performed satisfactorily with or without accommodation.

Position Responsibilities:

- Ensure accurate records and complete data entry.
- Develop, train, monitor and assist Nutrition Aging Specialists to provide Nutrition Education.
- Assist with home delivered and congregate meal programs with consumer contacts and occasional home visits as needed.
- Under the direction of the Nutrition Director, track and document monthly menus and dietitian approvals, and monitor website for accurate menu publication.
- Participate and collaborate with regional staff to promote NEI3A and conduct outreach activities.
- Under the direction of the Nutrition Director, oversee Site Assessment and Health License and inspection reports.
- Under the direction of the Nutrition Director, oversee and administer the Farmers Market Check program.
- Assist as necessary with meal ordering and distribution process including taking cancellations on the phone, generating and submitting orders, and running reports.
- Assist Nutrition Director with reports and specific tasks as directed.

Essential Skills, Knowledge, and Abilities:

- Compassion for older people, ability to interact with them and assess additional needs.
- Excellent attention to details and strong problem-solving skills
- Excellent interpersonal skills to develop key partnerships and relationships with staff and providers.
- Ability to create slide decks, handouts, and similar content for group presentations.
- Monitor and supervise volunteers.
- Good time management skills
- Skillful in planning and organizing, and able to prepare timely and accurate reports as requested by supervisor(s).
- Ability to think creatively to reach targeted audience and meet consumer needs.
- Ability to work independently and without direct supervision.
- Knowledge of personal computers, ability to operate computer software, and accurate data entry skills

Required Qualifications:

- Four-year degree in human services, gerontology, or related field, with strong background in program planning, either education and experience.
- Or
- Associate degree in human services or related fields and two years' experience working directly with older persons.

Required Travel:

- Frequent travel may be required driving agency owned vehicle or personal vehicle to support nutrition program within NEI3A service area.
- Ability to travel throughout state of Iowa to and attend out-of-state meetings and conferences as necessary.
- 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.

Work Environment:

- May work in a variety of work environments to include office, centers, meal sites, or community settings.

**Must complete Mandatory Reporter training within 6 months of employment
Criminal and abuse registry background check required**

In compliance with the Americans with Disabilities Act, the agency provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the NEI3A.

I have read and understand this explanation and job description.

Employee Signature

Date

Northeast Iowa Area Agency on Aging is an Equal Opportunity Employer