

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

NUTRITION PROGRAMS COORDINATOR

Job Grade: 14

JOB CODE: 972

Department: Council on Aging
Reports To: Director, Council on Aging
Date: August 2015
FLSA: Exempt
DOT Reference: 195.367-022

JOB DESCRIPTION

Coordinate county nutrition services designed for senior citizens in the County. Supervises paid and volunteer staff working with nutrition programs for senior citizens. Establish and maintain records and prepare reports required by funding sources. Engage in fund raising and public relations activities.

ESSENTIAL JOB FUNCTIONS

A. Oversee the day-to-day operation of Nutrition Programs including seven Senior Centers:

1. Order meals for Senior Centers and Meals on Wheels.
2. Coordinate for special meals for holidays and disasters with TARCOG.
3. Resolve vendor food services issues and problems through TARCOG.
4. Work with TARCOG on forms and procedures related to operation of nutrition sites.
5. Provide Senior Centers with information of interest to senior citizens regarding health and welfare.
6. Maintain system to provide data required by TARCOG and Alabama Commission on Aging.
7. Evaluate candidates for frozen home bound program.
8. Oversee meals on wheels delivery system.
9. Fill-in for Center Managers and Drivers as needed.
10. Plan and implement special events for seniors, such as County Picnic, May Day Walk, Masters Games, etc.
11. Maintain data for Aging Information Management System (AIMS).
12. Maintain records regarding Meals on Wheels clients.
13. Keep financial records and make deposits for Meals on Wheels.

B. Supervise center directors/managers, drivers, and volunteers:

1. Supervise center directors regarding nutrition program and activities.
2. Supervise Meals on Wheels driver, aide, and volunteers.
3. Train Senior Center managers, staff and volunteers on rules, regulations, and procedures required by the state in connection with the nutrition program.
4. Evaluate subordinates on performance.
5. Meet with staff, quarterly, regarding rule changes and other matters of interest.

ESSENTIAL JOB FUNCTIONS (Continued)

- C. Attend meetings, engage in fund raising, develop publicity, etc.:
1. Attend various meetings required by TARCOG and/or supervisor.
 2. Exchange information and develop publicity of nutrition program.
 3. Raise funds in cooperation with United Way and Meals on Wheels.
 4. Review monthly reports of each Senior Center for accuracy and send to TACOG.
 5. Develop publicity for nutrition program.
 6. Assist Director in coordination of all Council on Aging events.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of TARCOG and Marshall County budget, contract and reporting requirements.
- Knowledge of the principles of management and supervision.
- Knowledge of nutrition problems related to aging.
- Knowledge of federal state and county rules regulations, policies and laws related to older persons.
- Knowledge of modern office practices, procedures, systems and equipment including computers and software.
- Knowledge of appropriate funding sources.
- Ability to read and comprehend a variety of materials, including laws and regulations.
- Ability to prepare reports.
- Ability to communicate orally and in writing.
- Ability to plan and schedule staff in order to effectively deliver food to participants.
- Ability to store and transport food to centers and homes in a safe manner to avoid spoilage.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. Certificate plus three (3) years of experience in nutrition programs that includes training or experience related to problems of aging individuals, such as elder abuse and physical and mental changes related to growing older, or an equivalent combination of education and experience.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.