

The Division of Senior Services is looking to hire a "Program Nutritionist" (**Civil Service Title Description #07298**) to handle all nutrition duties connected to the agency Congregate Meals sites that feed our seniors on a daily basis also in connection with the Annual Senior Wellness event and other special events. The duties will be as follows:

- Liaison for Senior Services Congregate Sites
- Collect, organizes, and/or interprets nutrition assessments
- Develop individual/family nutrition care plans based on assessment or nutrition needs (for congregate sites and home delivered meals)
- Counsel individuals/families for health promotion and diets
- Refer clients as appropriate to other nutrition/health or social services agencies as needed
- Evaluates effectiveness of nutrition care plan
- Visit Congregate contracted meal sites to monitor program operations
- Plans, arranges, and conducts educational programs dealing with nutrition, diet for seniors and disabled individuals when requested
- Writes and adapts nutrition education care plans
- Teach classes on basic nutrition to each Congregate site
- Plans and certifies menus in accord with State/Federal nutrition policy requirements and regulations regarding preparation of meals for program participants
- Provide technical assistance to all areas related to food services for Congregate Meal sites program participants
- Ensures that persons handling/preparing/serving food at Congregate Meal sites are practicing hygienic food handling techniques
- Enter and review nutrition data into the State of New Jersey data system
- Review and submit quarterly nutrition reports to the State
- Review all quarterly nutrition reports from Congregate sites for accuracy prior to submission to the State
- Monitor all Congregate sites for State & Local Compliance issues and submit reports on program status
- Liaison to the Essex County Health Officer when inspections are required for Congregate meals sites

Appointees must possess a current and valid Certification as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).