



January 9, 2015

TO: ALL QUALIFIED APPLICANTS

FROM: Florence Hebert, **FHEBERT**
Human Resources Director

SUBJECT: Job Announcements

Total Community Action, Inc. currently has a vacancy for the following position:

Health and Nutrition Specialist

Please post in a visible area to allow for the review of this job announcement.

To obtain a TCA employment application, please visit us at www.tca-nola.org.

All interested and qualified applicants should submit: A TCA EMPLOYMENT APPLICATION, COVER LETTER and RESUME by either of the following:

Hand delivered to Total Community Action, Human Resources Department located at 1420 South Jefferson Davis Parkway, Room 204; OR mailed to TCA, P.O. Box 13848, New Orleans, LA 70185; OR e-mailed to keiona.white@tca-nola.org. Except for official TCA holidays, TCA offices are opened Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. ALL REQUESTED INFORMATION MUST BE RECEIVED OR POSTMARKED BY 4:30 P.M. ON **MONDAY, JANUARY 26, 2015.**

All applicants will receive consideration without regard to race, color, disability, age, religion, sex or national origin. An Equal Opportunity Employer - Male/Female

NOTE: BEFORE OFFER OF EMPLOYMENT IS MADE, SELECTED APPLICANT MUST SUBMIT TO & PASS SUBSTANCE ABUSE TESTS, UNDERGO A NEW ORLEANS POLICE CHECK AND AN ELECTRONIC FINGERPRINT BASED BACKGROUND CHECK. Selected applicant will be asked to bring in additional documents, to include social security card, birth certificate, applicable diploma/degree, certification(s), if required, and three (3) letters of reference.

JOB SPECIFICATIONS

JOB TITLE: Health and Nutrition Specialist

REPORTS TO: Deputy Director of Program Services

SUPERVISES: Health Monitors and Food Services Coordinator

SALARY RANGE: \$59,500.00 - \$70,000.00 annually

SUMMARY OF JOB:

The Health and Nutrition Specialist is responsible for management of the Child Health, Dental, Health and Safety and Nutrition service areas for the TCA Head Start and Early Head Start services. The Health and Nutrition Specialist is responsible for ensuring that Head Start Programs develop and implement systems and procedures for the delivery of quality health and nutrition services. This position also ensures compliance with Head Start performance standards as well as local, state and federal regulations.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assists with planning, coordinating, implementing and evaluating the health and nutrition service plans, systems and procedures.
2. Develops written health, environmental safety, sanitation, food service and emergency policies and procedures ensuring compliance with local and state regulations, with appropriate director, consultants, staff, Policy Council, TCA Board of Directors, HSAC and grantee participation and approval.
3. Ensures compliance with Head Start performance standards as well as other local, state and federal regulations, to ensure health, health and safety and nutrition standards are met.
4. Contributes to the development of the Delegate and Partner Agencies Annual Plan, program proposals and Community Assessment, as requested. Monitors and follows up on health and nutrition status of children in the grantee, service systems and outcomes to ensure high quality and individualized services are delivered for children and families.
5. Build alliances with community health and nutrition stakeholders to in order to create interagency linkages.

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6. Provides training and technical assistance to staff based on assessment of health, health and safety and nutrition service area needs.
7. Has primary responsibility for supervising the Health Monitors and Food Services Coordinator.
8. Ensures follows-up on service area-related recommendations.
9. Monitors health, nutrition, health and safety and dental services and records, including data at Delegate Partners programs and documents all findings.
10. Disseminates and interprets information to agencies related to changes in nutrition regulations.
11. Organizes and facilitates the activities of the agency's Health Services Advisory Committee (HSAC); ensures that the Committee membership is composed of all required professions and parent representation and that it meets at least twice a year.
12. Conducts regular health coordinator/consultant/designee meetings and trainings with delegate and partner health staff.
13. Report incidents or concerns of child abuse and/or neglect.
14. Perform other duties as assigned and reasonably within scope of duties listed above.

QUALIFICATIONS:

Registered Nurse, preferably pediatric nurse or RN with experience working with infants, toddlers and preschoolers. 5 years of experience in health/nutrition administration for infants, toddlers and preschoolers. LPN with 7 years experience working with infants, toddler and preschoolers. Knowledge of young children's food requirements according to Head Start Performance Standards, Health, and Child Care Food Program regulations.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and required liability insurance.

REQUIREMENTS:

1. Knowledge of health and nutrition related services to the community.
2. Knowledge of and ability to implement Head Start Performance Standards and state and local licensing requirements.
3. Knowledge of Department of Health and Nutrition regulations.
4. Ability to adapt professional expertise to the needs of Head Start and Early Head Start staff
5. Ability to communicate and work with diverse families and professionals and guide staff in obtaining positive nutrition, health and safety, medical and dental results.
6. Ability and willingness to work in a program located in a high-risk, low-income community.
7. Proven ability to function as a leader, as well as a team member.
8. Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
9. Must have excellent organizational skills and proven ability to work within prescribed timelines.
10. Must have excellent written and verbal communication skills.
11. Must be able to travel to Grantees Delegate and Partners sites.
12. Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

ADDITIONAL REQUIREMENTS:

Must be able to talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and/or move items of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.