



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

HEAD START COORDINATOR (NUTRITION)

APPLICATION DEADLINE: **OPEN UNTIL FILLED**

Position no. / Range:	9516/ 57.0	Union Status:	Non- Union
Starting Pay:	\$29.32- \$32.37 p. hr.	No. of Weeks:	50
Hours of Work:	8:00 am- 5:00 pm	Status/ Hours:	Full Time/ Non- Exempt
Location:	5660 Copley Dr., SD, CA 92111	Dept. Program:	Head Start/Early Head Start

Basic Job Assignment:

Under general direction, to provide training and technical assistance on nutrition services and standards to Early Head Start/Head Start programs served by Neighborhood House Association; to consult with parents of children with nutrition needs and concerns, to ensure that enrolled children have necessary nutrition services; to plan and implement nutrition services; to assist with program performance monitoring and evaluation; to collaborate with the Central Kitchen nutrition program; and to do related work as required.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of principles of nutrition, including food science, child nutrition and diet therapy; USDA requirements for child care food programs; Early Head Start/Head Start and NHA programs; principles of supervision; children with special health and developmental concerns, professional development and training; counseling techniques; the ability to maintain sensitive and confidential information; communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization using tact, discretion and diplomacy; establish and maintain effective working relationships with all levels of able to plan and prepare in a thorough fashion; correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income clients and unique populations.

Qualifications:

- Bachelor's Degree in nutrition or a related field **AND** possession of a valid certificate as a Registered Dietitian issued by the Commission on Dietetic Registration is required;
- At least five (5) years of work experience in a nutrition-related field, including experience in supporting nutrition needs and challenges of young children (ages 0-5 years) and their families.
- Experience working with young children with health and development concerns is desired;
- At least one year of experience in a supervisory role;
- Possession of, or ability to obtain, a valid Class C Driver's License is required with a good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required;
- Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).



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Example of Major Functions:

- Develop and implement nutrition programs which meet the needs of young children and their families;
- Consult with parents of children with nutrition concerns, including children with specialized developmental and health needs
- Provide training programs and workshops for parents and Early Head Start/Head Start staff;
- Promote parent engagement with Early Head Start/Head Start nutrition programs;
- Ensure program compliance with food regulations and standards;
- Maintain records and prepare reports;
- Develops plans, procedures and policies to ensure nutrition-related Head Start Performance Standards are met;
- Monitors Early Head Start/Head Start Program for compliance with all nutrition standards;
- Participates in overall planning and management of the Nutrition content;
- Consults with parents and caregivers with regard to nutrition-related matters;
- Collaborates with community partners to remain current on community-related nutrition concerns;
- Monitors meal services for compliance with Federal and State regulations regarding type, service size, and timing; monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food;
- Conducts food planning workshops; reviews and approves documentation of eligibility for receiving food service;
- Assess the nutritional status of children in Early Head Start/Head Start programs;
- Consults with the Central Kitchen Director regarding special diets for children with allergies and/or medical needs;

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.



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HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____

BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department