JOB DESCRIPTION

Job Title: Health and Nutrition Manager
Department/Unit: Health and Nutrition Program
Reports To: Director of Provider Support Services
FLSA Status: Exempt
Level: Manager Grade 3
Hours: 37.5/week

Position Summary: The Health and Nutrition Manager is responsible for the overall management of the Children’s Council of San Francisco Health & Nutrition Program, (including the Child and Adult Care Food Program) and other nutrition programs serving Children’s Council’s clients. The Manager oversees day-to-day department operational and program activities, and supervises Nutrition Specialists. The Manager is also responsible for the selection, training and development of staff, monitoring program budgets, and assuring compliance with all state and federal regulatory requirements, as well as all grant-funded requirements. Reports to the Director of Provider Support Services.

Responsibilities:
• Sets annual goals and objectives for the Health and Nutrition Program.
• Develops and implements training curricula for participants in the Health and Nutrition Program, including health and nutrition workshops.
• Identifies and selects outside consultants for nutrition-related presentations/workshops.
• Represents the Children’s Council of San Francisco on various task forces, meetings, workshops, conferences and collaborative with a focus on children’s health and physical activity.
• Is familiar with all Child and Adult Care Food Program (CACFP) funding terms and conditions and fiscal responsibilities
• Oversees monthly claim process for reimbursement of providers participating in CACFP.
• Implements and communicates all policy and regulatory changes from the California Department of Education, Nutrition Services Division.
• Explores ways to expand agency’s nutrition and health education services
• Develops and manages multiple health and nutrition program budgets.
• Seeks and applies for funding, along with CCSF’s Development Director, to expand department activities.
• Ensures accurate and timely record keeping for all program participants.
• Assures timely, accurate reporting in compliance with all department contracts.
• Maintains accurate, complete, and organized confidential records, as required.
• Ensures follow-up services as needed.
• Provides supervision, guidance and direction to all Health and Nutrition staff.
• Serves as a member of CCSF’s management team and attend manager’s meetings and trainings.
• Attends state and local trainings applicable to the position in relation to Health and Nutrition services.
• Perform other duties as assigned.

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Updated : 5/23/12
Education & Experience Requirements:

- Bachelor’s Degree with major course work in nutrition, from an accredited college or university.
- Minimum 2 years experience in Health and Nutrition and/or Child and Adult Care Food Program or one year experience developing health education programs, or broad experience in child development and communication experience.
- 2 years supervisory or management experience.
- Computer skills: Microsoft, city agency databases and reporting systems a plus.
- Knowledge of child care and family services.
- Ability to work with culturally diverse clients.
- Strong written and verbal communication skills; a second language desirable.
- Must be willing and able to travel to various locations.
- Must have reliable vehicle, valid CA license and insurance.
- Must be willing to work an occasional flexible work schedule for evening and/or weekend work.

Physical Requirements:

- Ability to sit at a desk for extended amounts of time.
- Ability to stand for extended amounts of time.
- Manual dexterity to use a telephone and computer.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Ability to speak in audible tones so that others may understand clearly in normal conversations and over the telephone.
- Physical agility to lift and carry up to 10 or more pounds and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make sound judgments and decisions, and to evaluate the results of decisions and judgments.

This position is grant funded and its duration is contingent upon funding.

I, ________________________________, (Employee Name) have read the above job description and I am able to accomplish the responsibilities of this position:

□ Without the need for accommodations
□ With the following accommodations:

____________________________________________________________________________________

______________________________________________  ________________________________
Signature                                      Date