

NUTRITION AND TRANSPORTATION SERVICES SUPERVISOR

FUNCTION OF THE JOB

Under direction, to coordinate, plan, and administer the Older Americans Act Nutrition Program for older adults and the Specialized Transportation program for Waukesha County citizens; to provide supervision and direction to staff; and to perform other duties as requires.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, and administers nutrition, health care services, and health and wellness promotion for senior clients.
2. Administers the congregate and home-delivered meal programs at the various centers, and ensures compliance with state and federal program requirements.
3. Develops and administers uniform policies, procedures, and loss control/risk management standards.
4. Plans, monitors, and evaluates current and long-range senior dining and transportation plans and programs; recommends and implements required program changes; and develops and implements new service programs.
5. Selects, trains, assigns, supervises, and evaluates staff and handles any personnel problems.
6. Participates in the development and evaluation of requests for proposals; participates in the development of the contract and monitors the delivery of contracted services.
7. Researches funding alternatives, prepares grant proposals, administers grants, and assists in the preparation and submission of required fiscal and program reports.
8. Participates in the preparation of the division budget, monitors and implements approved expenditures.
9. Reviews and approves requests for nutrition services and transportation services.
10. Prepares and provides statistical and operational information on programs to County, State and other agencies.
11. Represents the department at meetings of ADRC Advisory Board, committees, community organizations, and other groups.
12. Establishes and maintains effective working relationships with program participants, staff, volunteers, vendors, social service and government agencies, community groups, and the public.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of human services, community agencies, community resources, and the role and function of the department within the community.
2. Comprehensive knowledge of state and federal rules and regulations covering Older Americans Act and the operation of nutrition and health programs.
3. Comprehensive knowledge of food service delivery and handling practices and procedures, including sanitation and health precautions.
4. Considerable knowledge of the Wisconsin Department of Transportation Specialized Transportation Program.
5. Considerable knowledge of nutritional needs and deficiencies of older adults.
6. Considerable knowledge of administrative and supervisory principles and practices.
7. Working knowledge of electronic health record, computer systems and tracking software.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

8. Working knowledge of Wisconsin Department of Transportation's mobility management principles.
9. Working knowledge of evidence-based health promotion programs and other health promotion and prevention programming under the Older Americans Act.
10. Ability to plan, organize, assign, and direct work including staff at decentralized locations.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to maintain accurate and detailed records, and to prepare clear, concise and accurate oral and written reports.
13. Ability to establish and maintain effective working relationships with program participants, staff, volunteers, vendors, social service and government agencies, community groups, and the public.
14. Ability to track, compile, and analyze program information and make appropriate recommendations or program changes.
15. Ability to identify program tasks appropriate for volunteer staff to perform.
16. Ability to resolve concerns and make decisions requiring independent judgment and discretion.
17. Ability to conduct and coordinate effective aging seminars, training sessions, and informational and/or educational meetings for a variety of audiences.
18. Ability to effectively interact with sensitivity with persons from a diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Bachelor's degree from a recognized college or university in nutrition or, dietetics.
2. Two (2) years of responsible work experience in management or administration of nutrition or community health programs or a closely related area and preferably in a supervisory capacity.
3. Registration as a dietitian from the Academy of Nutrition and Dietetics, or certification from the State of Wisconsin.