

Kedren Community Health Center, Inc.
KEDREN Head Start State Preschool Programs & Family Service Center
(323) 777-1411 Office# (323) 777-1365 Fax#



"Kedren...a family of giving, caring, and sharing...for all seasons."

Current Job Opening as of December 14, 2011 to December 26, 2011

NUTRITION COORDINATOR/REGISTERED DIETITIAN

The Nutrition Coordinator ensures that children and families receive nutrition services that support home and community behavior that promotes wellness. He/She develops the nutrition program within the agency and mobilizes resources to meet defined needs as required by State, Federal and local agencies.

Responsibilities:

- 1) Develops written and training plans.
- 2) Develops monitoring plan, check list and reporting form.
- 3) Complete nutrition assessments, develop care plan and provide nutrition counseling and intervention – review nutrition screening and address high risk referrals.
- 4) Direct and coordinate the services of other Registered Dietitians and support staff (Nutrition FSA and FSA's).
- 5) Maintain log with child's name site, class and assessment finding(s).
- 6) Provide nutrition classes and trainings to enhance their skills by providing knowledge of nutrition, food money management, meal planning, food shopping, sanitation and the importance of physical activities.
- 7) Participate in Health Advisory Committee where they review program services and make recommendations.

Requirements:

- 1) Graduation from an accredited University with course emphasis in nutritional science and completion of an accredited dietetic internship.
- 2) Must be a Registered Dietitian (RD) registered by the Commission on Dietetic Registration.
- 3) Must have at least two (2) years experience with program planning, managing and directing.
- 4) Must have knowledge and experience with completing nutrition assessments, developing care plans and implementing intervention.
- 5) Must have excellent verbal and written communication
- 6) Required prior clinical and public health experience

Full-time/ Exempt position, \$4,369 - \$6,175/month plus fringe benefit package include medical, dental vision, holidays, sick leave, vacation, retirement and Employment Assistance Program (EAP).

Applicants may apply in person between 9:00am – 12:00pm or 2:00pm – 4:00pm (Monday through Friday) in the Department of Human Resources or you may fax your resume to: (323) 777-1365, or email: lmcmillan@kedrenheadstart.org