

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Nutrition Education Consultant

POSITION NUMBER:

800-293-2261-XXX

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Family Engagement and Empowerment Division/Child and Adult Care Food Program Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Nutrition Education, Training, and Support Section/Nutrition Education and Training Unit

SUPERVISOR'S NAME:

Elizabeth Moreno

SUPERVISOR'S CLASS:

Nutrition Education Administrator

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

This position requires up to 20 percent travel.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Child and Adult Care Food Program (CACFP) is a state and federally funded Child Nutrition Program designed to provide nutritious meals and snacks served to infants, children, and adults. The CACFP Operators are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being. There are four components to the CACFP: (1) Child Care, (2) Adult Day Care, (3) Emergency Shelter, and (4) At-risk After School Care.

CONCEPT OF POSITION:

Under the direction of the Nutrition Education Administrator in the Nutrition Education, Training and Support (NETS) Section of the CACFP Branch, the Nutrition Education Consultant (NEC) provides leadership, and consultant services to CACFP Operators in such areas as nutritional needs of infants, children, and adults; evaluating methods of food service and menu planning; providing technical assistance on meal pattern requirements and nutrition policy; and planning, developing, and conducting nutrition-related CACFP materials and training.

A. RESPONSIBILITIES OF POSITION:

30% Training, Technical Assistance, and Curriculum Development: Plan, develop, and conduct statewide nutrition training sessions, workshops, conferences, and online courses for CACFP Operators that reflect the latest scientific and educational research available and incorporate adult learning principles. Develop and evaluate CACFP staff training strategies specific to the federal CACFP meal pattern, mandatory training requirements, and best practices in nutrition education activities. Provide subject matter expertise and technical assistance on CACFP meal patterns as part of the onboarding menu review process for new operators. Provide leadership in developing and evaluating nutrition curricula and other instructional and promotional materials for child nutrition program professionals in child and adult care centers, day care homes, afterschool programs, and emergency shelters.

30% Project Management: Provide leadership, technical assistance, and consultive services to CACFP Operators, and governmental and community organizations in developing, coordinating, and implementing nutrition and food service education. Manage, monitor, and evaluate comprehensive nutrition contracts and programs for CACFP operators. Ensure that agencies funded through contracts and grant awards conform to the program regulations and maintain required records.

25% Collaboration: Collaborate with peers, other departmental units, governmental agencies, and professional organizations to coordinate statewide activities related to CACFP initiatives. Convene and facilitate ad hoc taskforce teams, contractors, and other interdepartmental personnel in coordinating the development of these programs and other adjunct projects.

10% Data Analysis: Research, review, and evaluate data that relates to health and nutrition education. Prepare policy recommendations, reports, program advisories, bill analyses, and other documents as needed for the CACFP Branch, the CDSS, stakeholders, legislature, and the public. Interpret and analyze state and federal laws affecting the CACFP.

5% Administrative Duties: Participate in staff meetings; keep supervisor apprised of the status of projects and issues; participate in conference planning activities; assist with other unit staff with time-sensitive projects as needed; and perform other job-related duties as required.

B. SUPERVISION RECEIVED:

The Nutrition Education Consultant receives direction from and reports directly to the Nutrition Education Administrator.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Nutrition Education Consultant will have contact with CACFP stakeholders, CACFP Sponsors and Program Operators, schools, departmental employees, representatives from USDA, other federal, state and local governmental agencies, Information Systems Division staff and Legal staff.

E. ACTIONS AND CONSEQUENCES:

The Nutrition Education Consultant makes recommendations regarding training updates, software feasibility/compatibility and training platforms that are an integral part of providing TA to CACFP Operators. Therefore, good judgment in making recommendations, and having proficient knowledge in technology solutions for online and in-person training programs is critical. Failure to use good judgment could result in misspent program dollars, or litigation against the department, and/or the deprivation of adequate training and services to CACFP recipients. Must stay informed on state and federal policies to develop nutrition-related curricula and guidance.

F. OTHER INFORMATION:

The Nutrition Education Consultant must have excellent interpersonal communication skills, the ability to work well under pressure, and adapt to changing priorities and work environment. The Nutrition Education Consultant is required to utilize initiative and resourcefulness in completing assignments and maintain familiarity with state and federal guidelines to provide nutrition-related support and TA.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Jennifer Kuo

CLASSIFICATION:

Nutrition Education Assistant

POSITION NUMBER:

800-293-2260-500

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Family Engagement & Empowerment Division/Child and Adult Care Food Programs Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Nutrition Education, Training, & Support Bureau

SUPERVISOR'S NAME:

Elizabeth Moreno

SUPERVISOR'S CLASS:

Nutrition Education Administrator

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

This position requires 30 percent travel.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence. The CACFP is a state and federally funded Child Nutrition Program (CNP) designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants health and well-being. There are four components to the CACFP: (1) Child Care, (2) Adult Day Care, (3) Emergency Shelter, and (4) At-risk After School Care.

The Nutrition Education, Training & Support Section Chief (Nutrition Education Administrator) provides direction and leadership for the Nutrition Education, Training & Support Section for CACFP. These groups are charged with ensuring continuous technical assistance, updating training materials, and quality improvement and oversight of the program.

CONCEPT OF POSITION:

Under the direction of the Nutrition Education Administrator in the Nutrition Education, Training & Support (NETS) Unit, the Nutrition Education Assistant (NE Asst) is responsible for assisting Nutrition Education Consultants (NEC) with the development, implementation, coordination, and promotion of nutrition and food service education and training as an integrated component of a comprehensive health system in child care agencies, adult day care, emergency shelters and At-risk Afterschool programs. The major focus of this incumbent is to assist a team of NECs who lead and coordinate training and nutrition policy projects supporting the CACFP.

A. RESPONSIBILITIES OF POSITION:

35% Under the direction of the NEA and working with the Nutrition Education Consultants (NEC) provide project management, technical assistance (TA), and consultive services to child care agencies, county offices of education, governmental and community organizations, in the development, coordination, implementation and evaluation of nutrition education and food care programs as a component of comprehensive child nutrition program system. All curricula reflect the latest scientific and educational research available. Co-convene and facilitate ad hoc task force teams, contracts, and other interdepartmental personnel in coordinating developpe of these programs and other adjunct projects.

30% Working with a team, provide co-project management oversight in planning, developing, organizing, implementing, conducting and evaluating statewide education training sessions, workshops, conferences, and symposia for the CACFP.

15% Assist with the preparation of bill analyses, budget proposals, policy recommendations, reports, program advisories, and other documents as needed for the California Department of Social Services (CDSS). Gather, review, and evaluate data related to nutrition and nutrition education. Respond to requests for information about CACFP and issues, policy recommendations, reports, and other documents as needed for the CDSS, U.S. Department of Agriculture, Legislature, and the public.

10% Collaborate with other departmental units; governmental agencies; and public, private, and professional organizations to coordinate and articulate functions and activities related to implementation of CACFP nutrition standards.

10% Perform administrative duties including: participating in staff meetings, keeping supervisor apprised of the status of projects and problems; participating in conference planning activities; assist other staff with critical projects and problems; and performing other job-related duties as required.

B. SUPERVISION RECEIVED:

The Nutrition Education Assistant receives direction from and reports directly to the Nutrition Education Administrator. The Nutrition Education Assistant may also receive assisted guidance from the Nutrition Education Consultant.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Nutrition Education Assistant will have contact with CACFP stakeholders, CACFP Sponsors and Program Operators, schools, departmental employees, representatives from USDA, other federal, state and local governmental agencies, Information Systems Division staff and legal staff.

E. ACTIONS AND CONSEQUENCES:

The Nutrition Education Assistant will operate in a timely manner to help meet deadlines for regional and statewide trainings, conferences, etc. Staying informed of federal nutrition standards is critical with providing TA to CACFP sponsors and operators and supporting ongoing and accurate training. Failure to accurately interpret and implement federal and state guidelines could result in misinformation being provided that could result in misspent program dollars, litigation against the department, and/or the deprivation of adequate training and services to CACFP recipients.

F. OTHER INFORMATION:

This Nutrition Education Assistant must have good interpersonal communication skills, ability to work well under pressure, and adapt to changing priorities and work environment. The Nutrition Education Assistant is required to utilize initiative and resourcefulness in completing assignments, and maintain familiarity with state and federal guidelines to aid in the ability to provide TA.