



Serving Northeastern North Carolina Since 1962
Choanoke Area Development Association of NC, Inc.
Post Office Box 530, Rich Square, North Carolina 27869
Telephone: 252.539.4155* Fax: 252.539.2048

Choanoke Area Development Association of NC, Inc., (CADA) is seeking a qualified Applicant for the following position

Notice of Job Openings

Nutrition Consultant

CADA seeks to contract with a Certified Nutritionist Specialist with Health Care experience to provide services for the Head Start/ Early Head Start program. Services include assistance with nutrition/food services; Conducting nutrition assessments; collaborating with food service staff; assisting with planning menus to meet USDA guidelines, and providing nutrition education for children, families and staff. Approximately 10 hours per month.

Application Process: Submit a CADA Application and three references to:
CADA
Human Resources
PO Box 530
Rich Square, North Carolina 27869
Application Deadline: until filled

Application and job descriptions are available at any CADA Office. Applicant selected for employment must complete a criminal record check. CADA is an Equal Opportunity Agency and Employer. Contact information is (252) 539-4155 Ext 231, kielee@nc-cada.org. TDD 1 (800).735-2962.



Sallie P. Surface Executive Director
July 31, 2018

POSITION DESCRIPTION

Choanoke Area Development Association

Position	Nutrition Consultant	Date :	July 2018
Overtime Status		Grade :	
Salary Range		Program Period	School Yr. - 42 wks
Site Location	Rich Square, NC		
Department	Head Start		
Reports to			

Qualifications:

Certified Nutritionist Specialist with Health care experience for Head Start Early Head Start program. Provide assistance with nutrition/food services. Conducts nutrition assessments, collaborate with food service staff. Assist with planning menus to meet USDA guidelines. Provide nutrition education for children, families and staff.

Specific Functions:

1. Provide training for nutrition staff, center manager, and teaching staff at pre-service training.
2. Participate in preparing for Federal, State and CACFP reviews.
3. Provide direction for nutrition services
4. Conduct nutrition assessments for special needs children (i.e., diabetes, renal disease, feeding problems).
5. Provide parent counseling when necessary.
6. Provide nutrition education for staff, parents and children.
7. Participate in menu planning.
8. Act as direct consultant for the Food Services Manager.
9. Work with and utilize community resources.
10. Assist with nutrition plan and program self assessment.
11. Provide annual food cost analysis and summary of food as it relates to the cost of food service vendors and other vendors in the area (supermarkets).
12. Collaborate with other agencies in the service area to develop at least one child/family nutrition project per county.
13. Assist with monitoring.
14. Provide documentation and reports as needed.