

**NEW YORK CITY DEPARTMENT FOR THE AGING  
2 LAFAYETTE STREET  
NEW YORK, NY 10007  
JOB VACANCY NOTICE**

**JVN 125-10-05 - CW**

<b>Position:</b> Nutrition Consultant	<b>Salary:</b> \$61,752 - \$76,281* \$71,015 - \$76,281** ◆ (ADA Differential)
<b>Bureau:</b> Long Term Care & Active Aging	<b>C.S. Title:</b> Principal Nutrition Consultant
<b>Unit:</b> Long Term Care	<b>Supervisor:</b> Alan Hom

**Job Description:**

Under administrative direction, coordinates the activities of Nutritionists in monitoring and assessing a city-wide program of community-based sites for the provision of meals to the elderly and/or nutrition counselors in conducting in-person interviews of nutritionally at risk elderly to assess their need for nutrition counseling and providing individualized nutrition counseling and follow-up; trains and provides guidance to nutrition counselors and nutritionists.

- ❖ Assign and supervise Nutrition Consultants and/or Nutrition Counselors; evaluate performance of Nutrition Consultants and/or Nutrition Counselors.
- ❖ Plan and conduct in-service training and development programs.
- ❖ Determine the nature and extent of program needs; establish short and long term goals; coordinate services with other aspects of agency and programs.
- ❖ Provide orientation, consultation and training to Nutrition Consultants and/or Nutrition counselors on menu planning; food purchasing, storage and preparation; budgeting and cost control; therapeutic diets; nutrition counseling, staff recruitment; and other activities necessary for running an effective program.
- ❖ Provide assessment and individualized nutrition counseling for a small caseload of nutritionally at-risk elderly clients throughout NYC.
- ❖ Interpret and implement mandated nutritional standards and guidelines for meal preparation; prepare position papers and testimony concerning pending legislation and proposed rules and regulations which will affect meal programs for the elderly.
- ❖ Establish and maintain mechanisms to evaluate and assess the effects of the program on the target population; direct research activities; prepare reports.
- ❖ Liaison with educational, research and governmental groups including the State Office for the Aging in order to participate in a mutually beneficial exchange of information regarding nutrition and program techniques; represent the Department for the Aging at meetings and professional conferences.

◆ **Differential of \$1,503 for ADA Registration.**

\*Non City Rate

\*\* City Incumbent Rate

**Minimum Qualifications:**

A baccalaureate degree from an accredited college with a major in foods and nutrition, food science or institutional management and six years of full-time paid experience in an institutional or community services setting in the administration or auditing of all phases of a meal program and/or providing nutrition counseling, at least two years of which was in a supervisory capacity or the equivalent in education and/or experience.

**Preferred Skills:**

- ❖ A master's degree from an accredited college with a major in foods and nutrition, food service management, or food science, and three years of full time satisfactory experience in an institutional, residential, hospital, or community based program, either: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education.
- ❖ Registered Dietitian

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:  
Department for the Aging (DFTA)  
Jeanmarie Weber**

**Employment Manager, Human Resources  
2 Lafayette Street, 9<sup>th</sup> Floor, New York, NY 10007**

-OR-

E-mail to [DFTArecruit@aging.nyc.gov](mailto:DFTArecruit@aging.nyc.gov) (indicate JVN# in subject line)

In addition to submitting a resume, Department for the Aging employees must also submit a bid form.  
Be sure to indicate the position for which you are applying.

**Dated:** August 26, 2009

**Post Until:** Until Filled

**EQUAL OPPORTUNITY EMPLOYER**