



**Title:** Early Childhood Nutrition Specialist

Reports to Director of the Health & Nutrition Department

The Child Care Council of Suffolk, Inc. is a partnering in Creating Healthy Schools and Communities, with this grant that New York State Department of Health has awarded to Western Suffolk BOCES. The goal of this 5-year grant is to increase opportunities for physical activity and improve access to affordable, healthy foods for people of all ages. The Child Care Council of Suffolk, Inc. is responsible to oversee and ensure the success of this grant.

The Early Childhood Nutrition Specialist will coordinate the early childhood work in the Towns of Islip and Babylon. The Specialist will recruit, engage, train and support early childhood programs in the implementation of a nutrition and physical health program.

**Specific responsibilities:**

- Supports and promotes the mission of the CCCS agency
- Conduct outreach to childcare centers and home-based childcare providers to engage them in the program's initiative.
- Recruit up to six programs in Year 1, and additional sites as needed in each subsequent year. Conduct on site assessment of existing protocols and practices with regard to nutrition and physical activity. Implement local wellness policies to improve the program's environment.
- Facilitates health referrals and follow-ups to ensure services for health promotion
- Ensures that health and nutrition records are reviewed, evaluated, and interpreted to collect statistics and other data affecting health and nutrition services.
- Provide technical assistance, training and support to help participating programs improve and integrate healthy practices throughout the day.
- Research and prepares materials for Health and Nutrition workshops/trainings
- Track, monitor and maintain all required documentation pursuant to the grant.
- Attend trainings and meetings as required under the grant.
- Provide nutrition support and guidance to child care staff and programs as needed.

**Qualifications:**

- *Required:* Bachelor's Degree in health, Nutrition or related field or Advanced degree and equivalent coursework in Health Services with Health Services work experience;
- *Preferred:* Master's Degree in Health, Nutrition or related field or Advanced degree and equivalent coursework in Health Services with Health Services work experience; Registered dietician/nutritionist or licensed/certified health professional with appropriate qualifications; 5 years of work experience in early childhood setting or child development and/or experience working in a day care or preschool classroom
- Registered Dietician preferred.
- Commitment to supporting early childhood programs and provide high quality care in a healthy environment.



- Knowledge and experience providing nutritional education, counseling, interventions and support for children.
- Good computer skills, word processing, spreadsheets and data entry
- Experience working in diverse and multi-cultural settings.
- Flexible and enthusiastic; demonstrates initiative and creativity
- Strong written and verbal communication and interpersonal skills.
- Position requires travel to childcare programs located in the Towns of Islip and Babylon in Suffolk County. A driver's license in good standing and a personal automobile are required. Employees are reimbursed for local travel expenses.
- Must be comfortable making presentations and conducting trainings.
- Ability to use Microsoft Office and other technology as needed.
- Bilingual (Spanish) preferred.

**Salary Range:** \$52,000 - \$60,000, plus benefits